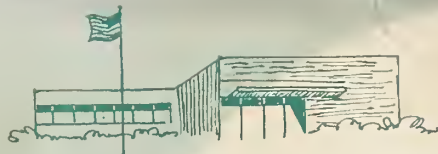


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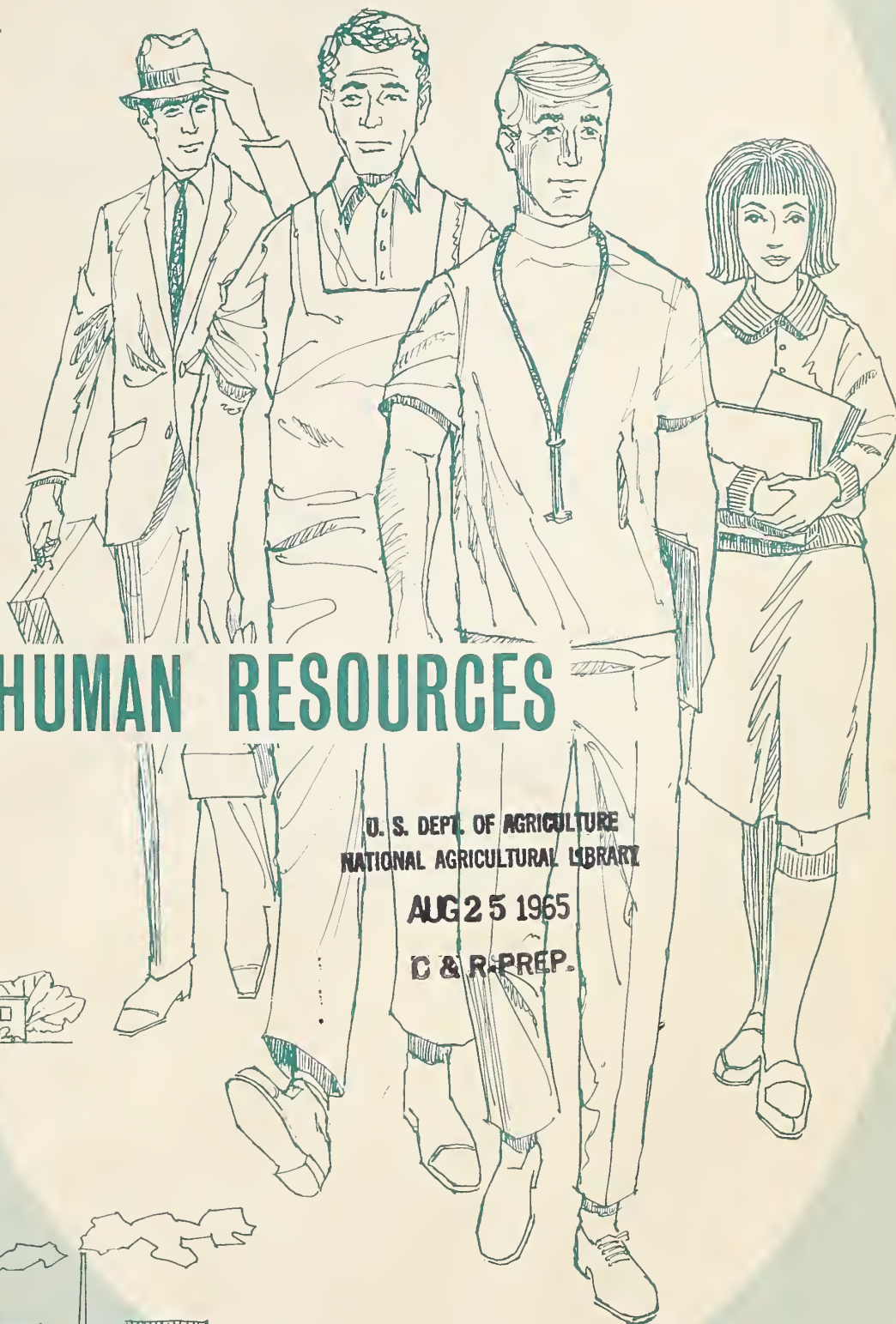
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# FEDERAL-STATE PROGRAMS for DEVELOPING HUMAN RESOURCES



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No. 1



## ADVANCES FOR PUBLIC WORKS PLANNING

Community Facilities Administration  
Housing and Home Finance Agency

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Planning ahead pays. And for communities, like people, it is essential; especially for public works. The average community, however, is not likely to borrow funds to plan projects until construction money is authorized.

The program of Advances for Public Works Planning provides interest-free planning money...for individual public works and for area-wide long-range projects to help communities deal with their total needs.

Purpose: The program objectives are:

1. To help communities combine specific public works plans, adjust planning to financial abilities, select proper sites, etc.
2. To encourage states, counties, municipalities, and other public agencies to maintain a shelf of planned public works for construction at appropriate times.
3. To promote economy and efficiency in planning and building public works.

Eligibility: Any non-Federal public agency...legally authorized to plan, finance, and construct proposed projects...states, public agencies, political subdivisions of states like counties, cities, regions, metropolitan areas, or agencies such as water and sewer, levee, irrigation, special taxing, assessment or improvement bodies established under state and local law.

Eligible Types of Project Planning: All types of public works except housing are eligible...such as utility systems, school buildings, recreational and health facilities, irrigation projects, etc.

Types of Planning Financed: Advances may be for financing preliminary or final or complete planning...investigations for surveys to make decisions on type, size, and scope...estimates of construction costs, etc.

Other Requirements: Applicant must show intent to start construction within reasonable period of time considering the nature of the project and that financing construction is feasible. An advance will be approved only for a specific public work. The public work must conform to any existing overall state, local, or regional plan; and it must be checked with any Federal agency whose programs are involved.

When Advance is Paid to Applicant: When the completed plans have been approved by the applicant and the HHFA Regional Office, payment will be made either of actual costs or of the amount stated in the planning agreement,

whichever is less. Interim payments may be approved when the advance is a large one and the planning period is unusually long.

\* How Advance is Repaid: Ordinarily, the advance is repaid promptly upon the start of construction of the planned public work. Construction is considered started when the first contract is awarded or the applicant begins construction with its own forces.

Applications and Other Information: Get application forms and other essential information from the Regional Director of Community Facilities in the HHFA Regional Office that serves your area.

Regional Offices:

REGION I: 346 Broadway, New York, New York 10013. (Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York).

REGION II: 1004 Widener Bldg., Chestnut and Juniper Streets, Philadelphia, Pennsylvania 19107. (Pennsylvania, New Jersey, Maryland, Delaware, District of Columbia, West Virginia, Virginia).

REGION III: 645 Peachtree - Seventh Bldg., Atlanta, Georgia 30323. (Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida).

REGION IV: Room 1500, 360 Michigan Avenue, Chicago, Illinois 60601 (Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin).

REGION V: Federal Center, 300 West Vickery Boulevard, Fort Worth, Texas 76104 (Kansas, Missouri, Arkansas, Louisiana, Oklahoma, Texas, Colorado, New Mexico).

REGION VI: 3rd Floor, 989 Market Street, San Francisco, California 94103. (Arizona, California, Guam, Hawaii, Southern Idaho, Nevada, Utah, Wyoming)  
AREA OFFICE: 909 First Avenue, Seattle, Washington 98104 (Alaska, Northern Idaho, Montana, Oregon, Washington)

REGION VII: 1608 Ponce De Leon Avenue, P.O. Box 9093, 4th Floor Garratton Bldg., Santurce, Puerto Rico 00908 (Puerto Rico and the Virgin Islands)

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No. 2



## COMMUNITY ACTION PROGRAMS

Title II-A

Economic Opportunity Act of 1964

Office of Economic Opportunity

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Purpose: To provide stimulation and incentive for urban and rural communities to mobilize their resources to combat poverty through community action programs.

Community Action Programs: Means a program:

- . Which mobilizes and utilizes resources, public or private, of any urban or rural, or combined urban and rural, geographical area -- including but not limited to a State, metropolitan area, county, city, town, multi-city unit, or multi-county unit in an attack on poverty;
- . Which provides services, assistance and other activities of sufficient scope to give promise of progress toward the elimination of causes of poverty;
- . Which is developed, conducted and administered with the maximum feasible participation of residents of the area and members of the group served;
- . Which is conducted, administered and coordinated by a public or private nonprofit agency or a combination thereof.

The Director of the Office of Economic Opportunity is authorized to prescribe additional criteria for programs authorized under the act.

Scope: Community action programs can encompass employment, job training and counseling, health, vocational rehabilitation, housing, home management, welfare, special remedial and other non-curricular educational assistance for the benefit of low-income individuals and families.

No grant or contract authorized under this part of the act may provide for general aid to elementary or secondary education in any school or school system. However, this does not preclude remedial adult education, preschool centers, work-training projects and other non-curricular activities developed in school systems as a part of a Community Action Program.

Financial Assistance: Director is authorized to make grants to, or to contract with, appropriate public or private nonprofit agencies, or combination thereof, to pay part or all of the cost of development of Community Action Programs which have been approved by him and which have not been disapproved by Governor of State within 30 days after submission of plan for program to the Governor.



Financial assistance can be provided for:

- . Program Development -- for planning by local communities, and hiring of a director and other staff members to direct the work of the CAP (Section 204).
- . Program Support -- for the major programs at the community level (Section 205).
- . Technical Assistance -- for public or private nonprofit organizations, such as universities, to help local communities develop plans and administer local programs (Section 206).
- . Demonstration Project -- to test new ideas on a small scale (Section 207).
- . Research -- at all levels to study the problems and causes of poverty and evaluate action programs (Section 207).
- . Training -- to improve the competence of leadership in the local community and/or agencies assisting in Community Action Programs (Section 207).

Funds will be allocated to States on basis of:

- . The number of public assistance recipients in the State.
- . The average annual number of persons unemployed.
- . The number of related children under age 18 living in families with incomes of less than \$1000.

The Governor's Economic Act coordinator in each State can provide detailed information on State allocations.

Criteria for extending financial aid to a community includes the incidence of poverty in community and within areas and groups to be affected by proposed programs, and the extent to which applicants are able to utilize the assistance requested.

In determining the incidence of poverty, the Director of OEO shall consider information on:

- . The concentration of low-income families, particularly those with children;
- . The extent of persistent unemployment and under-employment;
- . The number of migrant or transient low-income families;
- . The number and proportion of persons receiving cash or other assistance on a needs basis from public agencies or private organizations;
- . School drop-out rates, military service rejection rates, and other evidence of low educational attainment;



- . The incidence of disease, disability, and infant mortality, housing conditions; adequacy of community facilities and services; and the incidence of crime and juvenile delinquency.

Level of Federal Assistance for programs initiated prior to August 20, 1966, which will continue after that date, will be 90 percent of costs until August 20, 1966, and 50 percent thereafter under present legislation.

Non-Federal Share of CAP's must be valued at actual cost or rental value and may be in cash or kind. In-kind contributions may include cost of staff and supporting services which can be identified and priced.

Services of full-time volunteers shall be valued at \$3,000 per year, and the services of part-time volunteers accordingly, provided that the volunteer spends at least half-time (or 20 hours per week) on the CAP project. No value can be placed on volunteer services of less than half-time.

Non-Federal share may not include assistance provided through other Federal agencies or programs, nor may any portion of the non-Federal share under any other Federal program be used for meeting matching requirements for CAP's.

Use of space in public buildings or other facilities may be counted toward non-Federal share, even though Federal assistance may have been involved in construction of the building.

Maintenance of Effort: Non-Federal share of costs must be in addition to the aggregate expenditures or contributions from non-Federal sources which were being made for similar purposes prior to the extension of Federal assistance. Federal assistance is intended to supplement and increase existing levels of local support for action against poverty, not to replace it.

Nondiscrimination and Civil Rights Assurance: Each applicant agency and each delegate agency performing all or part of the functions described in the work program or any component of a CAP shall execute the OEO form entitled "Assurance of Compliance with the Office of Economic Opportunity's Regulations Under Title VI of the Civil Rights Act of 1964."

Sponsoring Groups: Both public agencies and private nonprofit incorporated organizations can sponsor Community Action Programs at the local, county, or area level. In low-populated rural counties, encouragement is given to grouping two or more counties together for more effective programs. The three types of sponsoring groups for Community Action Programs are:

- Local government with advisory committee from all interested groups
- Nonprofit corporation with large, broadly-representative board of directors, and strong executive committee
- Nonprofit corporation with small administrative board of directors and broadly-representative advisory committee.

Membership: The CAP sponsoring organization should involve representatives of public and private agencies serving the community, including at least one representative of the chief elected official or officials of the community, the board of education, the public welfare agency, and the major private social welfare agencies. The sponsoring organization also should include representatives from the leadership of important elements in the community, such as labor, business, farm, religious, women youth organizations, minority groups, and representatives from the areas and groups to be served.

Developing Programs: Once a sponsoring group is organized, it should follow the basic steps in program development:

- Assemble and analyze needed data about local poverty conditions and resources
- Identify groups with which CAP projects might be developed and the problems to be attacked
- Consider alternative courses of action...selecting the most promising alternatives as starting points
- Establish agreed-upon long and short-range objectives
- Establish program priorities
- Assign specific functions to participating agencies, organizations, and individuals.

Developing Proposals for Projects: The next step is to develop specific proposals for projects to be conducted through the CAP. Obtain copies of:

1. Community Action Program Guide (Vol. I -- Instruction for Applicants)
2. Application for Community Action Program

from the Office of Economic Opportunity, Washington, D.C., or from your State "Office of Economic Opportunity."

Follow the procedures set forth in the guide in filling out application forms.

Administrative Assistance: Program development funds (Section 204) may be used for hiring a director and other needed staff members to direct the work of the CAP.

Funding Component Projects: Financial assistance is available under Section 205 for carrying out a wide range of projects sponsored by the CAP group. Many of these projects can utilize the services available from other government agencies as well as private organizations. Where such services are not available, the CAP sponsoring group can contract with other agencies and organizations to provide them.

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For More Information, contact your State "Office of Economic Opportunity" or write to: Community Action Programs, Office of Economic Opportunity, 1200 19th Street, N.W., Washington, D.C. 20506  
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No. 3



## LOANS TO RURAL TOWNS AND GROUPS FOR DOMESTIC WATER SYSTEMS

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Farmers Home Administration  
U. S. Department of Agriculture

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Loans are available to groups of farmers and rural residents ~~to develop or~~ improve water supply and distribution systems for household and livestock use.

These rural water system loans have a direct, immediate impact on a community's overall development. They not only provide a fundamental resource -- ample, clean water supplies -- to encourage rural businesses and industries, but also help bring a higher level of family living.

The answers to questions usually asked about such loans to associations follow:

Who May Borrow? Organizations operating on a nonprofit basis, such as water supply districts, cooperative water users' associations, mutual water companies, municipalities, and political subdivisions, are eligible for loans when:

1. They are unable to obtain needed credit elsewhere.
2. They propose improvements primarily for serving rural residents, farmers, ranchers, farm tenants, and farm laborers.
3. They have legal capacity to borrow and repay money, to give security for loans and to operate the facilities or services to be installed with loan funds.
4. They are financially sound and will be effectively organized and managed.

Who Is A Rural Resident? He is a permanent resident of a rural area or small rural community or town with population of not more than 2,500.

How May Loan Funds Be Used? Loan funds may be used to:

1. Install or improve rural water supply and distribution systems that furnish water for household, livestock, garden irrigation, and schools, churches, small businesses, and limited fire protection.
2. Refinance debts when the creditors are unwilling to give needed terms and the debts have been incurred for the facility or service to be completed or improved with the water development.
3. Pay engineers, attorneys, and supervisory personnel needed in the planning and installation of facilities.



4. Purchase a water supply or a water right.
5. Pay other costs related to the improvements, including the acquisition of rights of way and easements, relocation of roads and utilities and construction of service lines.

What Are the Dollar Limits and Terms? The maximum term is 40 years. However, no repayment period may exceed any statutory limitation on the association's borrowing authority nor the useful life of the improvement to be financed. Each borrower must refinance the unpaid balance of the loan when able to obtain credit at reasonable rates and terms from other lenders.

The interest rate varies but may not exceed 5 percent.

An association's total indebtedness cannot exceed \$500,000 when the loan is made from appropriated funds and \$1,000,000 when made from insured funds.

What Security is Required? All loans to associations will be secured in a manner which adequately protects the interest of the Government. Mortgages are taken on association facilities when state laws permit. Bonds or notes pledging taxes, assessments or revenues may also be accepted as security if they meet statutory requirements.

What Water Rights Are Required? Applicants must comply with the laws or regulations of the State. The applicant must also furnish evidence that (1) the supply of water will be adequate and (2) the use of water will not interfere with the rights of other water users and will not likely be contested by other users or owners.

Where and How Are Applications Made? Applications for loans are made at the local county offices of the Farmers Home Administration.

Example of a Recent Loan Made (Campbell County, Tennessee): A recent count lists 32 new dwellings constructed or under construction in the area served by the Fincastle Utility district since installation of the water system in April, 1961. Estimated cost of these structures is over \$550,000. In addition, work in repairing, remodeling, and installing modern plumbing will bring another \$50,000 in local business. The district is supplying a safe and dependable water supply for over 600 people and many farms. Needed employment along with a substantial boost in the economy of the area has resulted from the Farmers Home Administration loan of \$90,000.



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No. 4



## LIBRARY SERVICES AND CONSTRUCTION ACT

Library Services Branch - Office of Education  
U. S. Department of Health, Education, and Welfare

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Purpose: The Library Services and Construction Act -- Public Law 88-269 -- signed by President Johnson February 11, 1964, amends the Library Services Act of 1956. It includes two major programs:

1. Federal financial assistance to promote the development of public library service to all areas (rural and urban) without public library services or adequate services, and
2. Federal assistance for the construction of public library buildings in areas lacking the facilities necessary for the development of library services.

Where to Apply: Each State Library Administrative Agency prepares State plans and submits them to the U. S. Commissioner of Education. The State and its local subdivisions determine the best uses to be made of funds provided. Thus, communities seeking assistance for library services should contact their State Library Administrative Agency.

### What the Act Provides:

#### Title I -- Services:

- ... Funds may be used for salaries, books and other library materials, library equipment and other operating expenses.
- ... An appropriation of \$25 million for fiscal year 1965 has been made and Congress may determine the amount needed for fiscal year 1966.
- ... The minimum allotment which must be matched is \$100,000 for each of the States, Puerto Rico, and the District of Columbia and \$25,000 each for American Samoa, Guam, and the Virgin Islands.

#### Title II -- Construction:

- ... Construction means the building of new public library structures and the expansion, remodeling, and alteration of existing buildings for public libraries and initial equipment of such buildings. Architect's fees and the cost of land acquisition may also be included in this definition.
- ... An appropriation of \$20 million for fiscal year 1965 has been made and Congress may determine the amount needed for fiscal year 1966.
- ... The basic allotment is \$80,000 for each of the States, Puerto Rico, and the District of Columbia and \$20,000 each for American Samoa, Guam, and the Virgin Islands; lesser amounts may be approved.

Allocations: Funds are allotted to the States in proportion to their population and are matched by the States in proportion to their per capita income with 66% as the ~~maximum~~ Federal share and 33% as the minimum Federal share.

Any portion of a State's allotment for either title which will not be required to carry out the State plan for any year shall be made available for reallocation to other States having a need for additional funds for that purpose.

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For More Information write to your State Library Administrative Agency or:

Library Services Branch, Office of Education  
U. S. Department of Health, Education, and Welfare  
Washington, D. C. 20202

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No. 5



## THE OPEN-SPACE LAND PROGRAM

Urban Renewal Administration  
Housing and Home Finance Agency

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Background: The post World War II population explosion has produced unparalleled growth of urban areas. Between 1950 and 1960, 97% of our population growth occurred in these areas. It is estimated that by 1980, 80% of our population will live in urban areas. Thus, while open land around urban areas decreases, its need increases. Recognizing this need, Congress enacted Title VII of the Housing Act of 1961 -- The Open-Space Land Program.

Purpose: The program is designed to assist communities, regions, and States in acquiring necessary open-space land which could not otherwise be provided. Open-space land under Title VII is undeveloped or predominantly undeveloped land in urban areas which is needed for parks, recreation, conservation, historic, or scenic purposes. Areas subjected to flooding often can be converted to public use if a stream valley park program is undertaken.

Eligibility: Land to be acquired with Federal assistance must be located in an urban or urbanizing area. An urban area is defined as an area which is urban in character, including those surrounding areas which form an economic and socially related region. Generally speaking, an urban area consists of a central city or cities and the surrounding urbanized and urbanizing areas. However, communities of any size may apply for grant assistance.

Who May Apply for Grants? Any State, regional, metropolitan, county, municipal, or other public body established by State or local law or by interstate compact or agreement which has authority to:

1. Acquire title to, or other permanent interests in, open-space land.
2. Contract with the Federal government to receive and spend Federal funds.

Matching Requirements: The Federal grant to an eligible public body may not exceed 20% of the cost of the land. Grants up to 30% may be made where (1) the public body itself has the responsibility for providing open-space land for the entire urban area, or (2) the public body shares this responsibility with other jurisdictions representing a substantial portion of the urban area under an inter-governmental compact or agreement.

What Can Be Acquired With the Grant Funds? The grant applies only to the cost of acquiring title to open-space lands, or permanent interests, such as easements, where these lesser interests will serve the desired purpose. It does not cover the costs of any proposed construction, development, or improvement, or of administrative expenses such as appraisal, real property taxes, or closing costs. The public body must be able to acquire the proposed open-space land within twelve months after approval of the application



for a grant. The grant will not cover costs of land acquired before the approval of an application, or prior to receipt of consent to proceed with acquisition from HHFA. "Acquisition" is considered any legal action binding the applicant to the purchase of the land such as condemnation, binding sales agreements, etc.

Planning Requirements for Obtaining Grants:

- A program of comprehensive planning for the urban area must be in effect.
- The proposal for open-space land must be important to the execution of a comprehensive plan for the urban area. If such a plan is not completed, an application may be approved on the basis of a comprehensive plan for the area within which the open-space land is located.
- The open-space land proposal must be reviewed by other public bodies having responsibilities for comprehensive planning and related phases of the open-space program.
- Evidence must be submitted showing that a maximum of open-space land is being preserved by the governing bodies with a minimum of cost through zoning and sub-division regulations, use of existing public land, special tax provisions, and continuation of appropriate private use of open-space land through leasebacks, easements, and similar arrangements.

Other Requirements: In addition, the applicant must provide information which:

- Explains the basis and source of total estimated acquisition costs.
  - Assures that land is being acquired at fair market value.
  - Establishes the legal authority of the applicant to file the application and to acquire open-space land in the manner proposed.
  - Justifies the necessity of Federal assistance for fulfillment of the proposed open-space program.
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For More Information write to: Urban Renewal Administration  
Housing and Home Finance Agency  
Washington, D.C. 20410

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No. 6



## PUBLIC FACILITY LOANS

Community Facilities Administration  
Housing and Home Finance Agency

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Communities in need of public works such as sewer and water systems may be able to secure Public Facility Loans through the Community Facilities Administration, U. S. Housing and Home Finance Agency. However, the law requires that private investors be given a chance first to provide the needed credit.

Purpose: The aim is to help small communities secure services they need to safeguard health, permit economic growth, help maintain high levels of employment, and assure high living standards.

Who Is Eligible? The Housing Act of 1964, provides that public facility loans may now be made to any public agency or instrumentality serving one or more municipalities, political subdivisions, or unincorporated areas in one or more States without regard to the aggregate population of the communities which it is serving, so long as each of these communities is within the existing population limits of the program.

Population Requirements: Any such unit or organization representing not more than 50,000 population may qualify. Also Designated Redevelopment Areas up to 150,000 population. There is no minimum population requirement.

Where other Federal agencies provide aid for public works like airports, highways, hospitals, and sewage treatment facilities, CFA can assist those parts of a project not covered by another Federal program. Schools are excluded.

Interest Rate: Effective July 1, 1964, the interest rate on Public Facility Loans is 4 percent per annum; in designated redevelopment areas the interest rate is 3 3/4 percent per annum.

Who Draws the Plans for the Project? The governmental unit that will build the project develops its own plans and specifications. If financial help is needed to plan the project, it may be available without interest from CFA's Advances for Public Works Planning Program. Such advances are repayable when construction starts. (See Fact Sheet 1).

How Much of the Project Cost Will Be Covered by a CFA Loan? The loan may cover the full cost, including land, right of way, site improvements, planning and construction. The community is encouraged to contribute in cash whatever part of the cost it can afford. Projects should not be of elaborate or extravagant design or materials, and construction must be as economical as possible.

For How Long a Term Will a Loan Be Made? The term of the loan will be governed by the applicant's ability to pay and by the estimated useful life of the proposed facilities. Loans may be made for up to 40 years.

Are Construction Advances Available? Applicants may secure construction advances prior to delivery of bonds when interim financing on reasonable terms is not available from non-Federal sources.

Is Outside Help Needed to Secure a Loan? No, and no part of a loan may be used to pay fees or commissions to brokers or private negotiators. Engineering and legal fees are allowable as project costs as long as they are for normal amounts.

Where are Applications Made? Information, advice and application forms are available from the Regional Director of the Community Facilities Administration in the HHFA Regional Office that serves your area. CFA's field staff, located in each HHFA Regional Office, is ready and able to help you.

Regional Offices:

REGION I: 346 Broadway, New York 13, New York (Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York)

REGION II: 1004 Widener Building, Chestnut and Juniper Streets, Philadelphia 7, Pennsylvania (Pennsylvania, New Jersey, Maryland, Delaware, District of Columbia, West Virginia, Virginia)

REGION III: 645 Peachtree- Seventh Building, Atlanta 23, Georgia (Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida)

REGION IV: 2000 Bankers Building, 105 West Adams Street, Chicago 3, Illinois (Michigan, Ohio, Indiana, Illinois, Wisconsin, Iowa, Minnesota, North Dakota, South Dakota, Nebraska)

REGION V: Federal Center, 300 West Vickery Boulevard, Fort Worth 4, Texas (Kansas, Missouri, Arkansas, Louisiana, Oklahoma, Texas, Colorado, New Mexico)

REGION VI: 450 Golden Gate Avenue, Box 36003, San Francisco, California 94102. (Arizona, California, Guam, Hawaii, Southern Idaho, Nevada, Utah, Wyoming) AREA OFFICE: 909 First Avenue, Seattle, Washington (Alaska, Northern Idaho, Montana, Oregon, Washington)

REGION VII: 1608 Ponce De Leon Avenue, P. O. Box 9093, 4th Floor Garratton Building, Santurce 17, Puerto Rico (Puerto Rico and the Virgin Islands)

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No. 7



## THE "701 PROGRAM"

### URBAN PLANNING ASSISTANCE

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Urban Renewal Administration  
Housing and Home Finance Agency

Background: Tremendous urban growth in recent years has focused national attention and concern on the common problems of urban areas, cities, and smaller towns. Four-fifths of our population increase in the past decade has been in our metropolitan centers. Seventy percent of our people now live in cities and urbanized areas. Many others in smaller towns are feeling the impact of modern growth and transport in their home communities. The Urban Planning Assistance Program was established to help both smaller communities and metropolitan areas provide the planning necessary for orderly growth and to prevent the problems of unplanned growth that we are trying to solve today. The program is administered by the Urban Renewal Administration of the Housing and Home Finance Agency. It is popularly called the "701 PROGRAM" because it is authorized by Section 701 of the Housing Act of 1954, as amended.

Purpose: The 701 Program makes possible Federal grants to supplement State and local funds for the purpose of financing comprehensive urban planning activities. These activities include the following:

1. Preparation of a comprehensive development plan for the pattern and intensity of land use; for the provision of public facilities, including transportation; and for the development of long-range fiscal plans for financing such growth.
2. Programming and scheduling of capital improvements, together with definitive financing plans for the improvements to be constructed in the earlier years of the program.
3. Coordination of related plans of governmental subdivisions concerned.
4. Intergovernmental coordination of all related planning activities among State and local governmental agencies concerned.
5. Preparation of regulatory and administrative measures in support of the above.

Within this framework, eligible applicants are encouraged to develop a work program for meeting the unique needs of each individual community. Applicants also are encouraged to employ and develop new and improved techniques for dealing with the problems they encounter.

Grants: Federal grants may cover as much as two-thirds of the total cost of an urban planning project. For localities in designated redevelopment areas,



and areas in which there has been substantial reduction of employment resulting from declining government purchases, grants may cover as much as three-fourths of the project cost.

Eligibility: Many kinds of urban areas may benefit from the program. Eligible applicants include: cities and other municipalities with less than 50,000 population; counties, Indian reservations, official State, metropolitan, and regional planning agencies; and cities and other municipalities over 50,000 when located in areas which are Federally impacted, have suffered a major disaster, occurred a substantial reduction in employment resulting from a decline in Federal purchases, or which are designated as redevelopment areas by the Department of Commerce. Applicants must be able to meet the following requirements:

1. Be authorized by State or local law or interstate compact to perform the planning work for which the grant is requested.
2. Have the authority to receive and expend Federal and other funds, to contract with the Federal government, and to contract with other units of government, private concerns, or individuals for the performance of planning work and services.
3. Have permanent status, adequate office space and other essential facilities, and competent professional, technical, and administrative staff on a permanent basis which is sufficient to perform or supervise the planning work according to standards set by the Urban Renewal Administration.
4. Be able to assure that the non-Federal share of the project cost will be provided.

How to Apply: Cities and other municipalities of less than 50,000 population, counties, and Indian reservations may apply directly to their State planning agency or their metropolitan or regional planning agency, which in turn makes application to an appropriate HHFA regional office.

Official State, metropolitan, and regional planning agencies apply directly to the HHFA regional office. Official governmental planning agencies for Federally impacted areas, localities which have suffered a disaster, areas in which a substantial reduction in employment resulting from declining government purchases have occurred, or localities in designated redevelopment areas apply to the State planning agency, or where this is not feasible, to the HHFA regional agency. (See fact sheet 8 for the list of regional offices.)

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For More Information write to: Urban Renewal Administration,  
Housing and Home Finance Agency  
Washington, D.C. 20410

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No. 8



## URBAN RENEWAL PROGRAMS

Urban Renewal Administration  
Housing and Home Finance Agency

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The Urban Renewal Administration supervises several programs of interest and aid to smaller communities. They are:

Urban Renewal: "Urban renewal" is the term used to describe efforts by communities, large and small, with the assistance of the Federal Government, for the elimination and prevention of slums and blight. Projects may involve either residential or nonresidential uses. The program includes loans, grants, technical assistance, and special mortgage insurance in urban renewal areas. They may include clearance, rehabilitation of existing structures, or enforcement of housing codes, or combinations of these three treatments. Nearly 70% of the cities in this program have populations of less than 50,000, more than six percent in localities under 2500.

Financing: Urban renewal capital grants cover the Federal share of the project cost. For any municipality having a population of 50,000 or less (or 150,000 or less for a municipality in an officially designated redevelopment area), the Federal contribution is three-fourths of the net project cost. For other municipalities the Federal contribution is two-thirds of the net project cost, which may be increased to three-fourths if the locality finances its own administrative, survey, and planning expenses.

Urban Planning Assistance: Federal grants are available to supplement State and local funds for financing comprehensive urban planning activities involving transportation, public facilities, capital improvements, regulatory and administrative measures, and intergovernmental coordination of planning activities.

Financing: Federal grants may cover up to two-thirds of the total cost of any urban planning project. However, for localities in redevelopment areas designated under the Area Redevelopment Act, or in areas where employment has dropped substantially because of a decline in government employment or purchases, grants may amount to as much as three-fourths of the project cost.

Eligibility: Cities and other municipalities with less than 50,000 population; counties; Indian reservations; official State, metropolitan and regional planning agencies; and cities and other municipalities over 50,000 when they are located in areas which are either Federally impacted, have suffered a major disaster, incurred a substantial reduction in employment as the result of a decline in Federal purchases, or in redevelopment areas so designated by the Department of Commerce. Localities under 50,000 may receive planning assistance through grants to State planning bodies and some 1200 smaller towns in this group have received such assistance.

(See Fact Sheet 7 for more detailed information about Urban Planning Assistance.)

Open Space Land: Open-space land for which communities, regions, and States may receive assistance for purchasing includes undeveloped or predominantly undeveloped lands in urban areas that have usefulness for park, recreation, conservation, historic, or scenic purposes.

Financing: The Federal grant to an eligible public body may not exceed 20% of the cost of the land. However, grants of up to 30% may be made where (1) the public body itself has the responsibility for providing open-space land for the entire urban area, or (2) the public body shares this responsibility with other jurisdictions representing a substantial portion of the urban area under an inter-governmental compact or agreement.

Eligibility: Any State, regional, metropolitan, county, municipal, or other public body established by State law or local law or by interstate compact or agreement which has the authority to:

- (1) Acquire title to, or other permanent interests in, open-space land.
- (2) Contract with the Federal Government to receive and spend Federal funds.

(See Fact Sheet <sup>5</sup> for more detailed information about the Open-Space Land Program.)

Further Information may be obtained from the Regional Director of Urban Renewal at the appropriate Regional Office of the HHFA, listed below.

Regional Offices:

REGION I: 346 Broadway, New York, New York 10013 (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont)

REGION II: 728 Widener Bldg., Chestnut and Juniper Streets, Philadelphia, Pennsylvania 19107 (Del., District of Columbia, Md., N.J., Pa., Va., W. Va.)

REGION III: 645 Peachtree - Seventh Bldg., Atlanta, Georgia 30323 (Ala., Fla., Ga., Ky., Miss., N.C., S.C., Tenn.)

REGION IV: Room 1500, 360 North Michigan Avenue, Chicago, Illinois 60601 (Ill., Ind., Iowa, Michigan, Minn., Neb., N.D., Ohio, S.D., Wisc.)

REGION V: Federal Center, 300 West Vickery Blvd., Fort Worth, Texas 76104 (Ark., Colo., Kan., La., Mo., N. Mex., Okla., Tex.)

REGION VI: 450 Golden Gate Avenue, P.O. Box 36003, San Francisco, California 94102 (Ariz., Cal., Guam, Hawaii, Nev., Southern Idaho, Utah, Wyoming) AREA OFFICE: 909 First Avenue, Seattle, Washington 98104 (Alaska, Mont., Northern Idaho, Ore., Wash.)

REGION VII: 1608 Ponce De Leon Avenue, P.O. Box 9093, 4th Floor Garratón Bldg., Santurce, Puerto Rico 00908 (Puerto Rico and the Virgin Islands)

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No. 9



## ADULT BASIC EDUCATION

Title II-B

Economic Opportunity Act of 1964

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Office of Education  
U. S. Department of Health, Education, and Welfare

Purpose: To provide opportunities for adults with limited education to improve their reading, writing, and arithmetic skills. Under Title II-B, grants to States are available for establishing Adult Basic Education projects for the 22.5 million persons 18 years old and older who have less than an elementary education. Persons having these qualifications are eligible for participation wherever a program is established. The three major purposes are:

1. To assist local educational agencies in establishing programs and pilot projects in adult basic education.
2. To assist with the actual costs of adult instruction.
3. To assist State educational agencies to improve their technical and supervisory services to adult basic education.

Program Administration: The U. S. Office of Education makes grants directly to State education agencies, based on a specific formula. The State agency further allocates funds to local public school agencies, as provided for by State plans. Local Groups wishing to initiate Adult Basic Education projects should consult local public school authorities for information on developing projects.

Types of Projects: Local communities may choose from a variety of projects those most appropriate to their needs. Pilot projects may vary according to community imagination and creativity. Along with decision-making and determination of goals and objectives, participants' problems should constitute much of the project content. Basic content in teaching the three R's are those adult experiences such as family living, consumer buying, saving and budgeting, credit management, civic responsibility, occupations, etc. Where possible, such projects ought to be major components of Community Action Programs.

Sustaining Features: Linked together with other components of Community Action Programs, Adult Basic Education projects can help to enrich programs like health and welfare, social service activities, religious, and other human and resource development programs. Such projects also can help develop leadership and involvement in community activities. The results of Basic Education projects are stepping stones to other training and work experience since they provide the basic skills for learning.



Levels of Learning: Based on levels of literacy, projects are usually set up in blocks of grade levels -- 1-3, 4-6, 7-8, etc. Funds may be allotted by units at varying levels.

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For More Information contact your local school authorities or write to:

Adult Education Branch  
U. S. Office of Education  
Washington, D.C. 20202



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No. 10



## THE COLLEGE WORK-STUDY PROGRAM

Title I-C

Economic Opportunity Act of 1964

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AUG 25 1965

Office of Education  
U. S. Department of Health, Education, and Welfare

C & R-PREP.

Purpose: To provide part-time employment opportunities for students from low-income families who are in need of earnings to pursue courses of study at an institution of higher education. In many instances, the work-study program will have to be combined with other forms of financial assistance to enable the student to meet his educational expenses. Other possibilities for financial assistance include the National Defense Student Loan Program and grants or scholarships from colleges and foundations.

The program also is designed to stimulate the development of worthwhile work experience, either on-campus (for the institution) or off-campus (by arrangement with a public or private nonprofit agency). Work for the college covers a wide variety of student employment activities, ranging from food service, library aides, and clerical assistants to laboratory assistants and computer programmers. Off-campus arrangements will promote the employment of students in activities which are components of Community Action Programs and other programs under the Economic Opportunity Act. Other off-campus possibilities include work in health, educational recreation, welfare, and related fields.

Student Eligibility: The following general criteria govern student eligibility:

1. The student must be enrolled or accepted for enrollment as a full-time student in an institution participating in the College Work-Study Program.
2. The student must be in need of the earnings from employment under this program to pursue a course of study at the institution.
3. The student must be from a low-income family.
4. The student must be capable of maintaining good standing in his course of study while employed under this program.
5. The student must be a citizen of the United States, or owe permanent allegiance to the United States, or meet other specific criteria regarding his residence or immigration status.

Work Limitations: Students may not work more than 15 hours per week while attending classes. However, they may work full-time during vacations, summers, and other periods when classes are not in session.

Institutional Eligibility: Any institution of higher education which is eligible for participation in the Higher Education Facilities Act program may participate. All accredited institutions of a public or private non-profit nature are eligible. Non-accredited institutions may be eligible under special procedures established under the Higher Education Facilities Act. As of March, 1964, nearly 600 colleges and universities had agreed to sponsor work-study programs, and additional institutions were establishing eligibility.

Institutional Administration: The participating college or university will be responsible for selecting students to be employed, defining the jobs to be performed, establishing the rates of pay, supervising the work, handling the payroll, and taking care of all other matters pertaining to the day-by-day operation of the program.

Proportion of federal funds: The federal share of compensation to students employed in the work-study program will be 90% during the first two years of the program. For the third year, the maximum will be reduced to 75%. Matching funds of 10% in the first two years and 25% thereafter must be provided by the colleges and universities and/or organizations and agencies entering into agreements with such colleges and universities. Colleges and universities must maintain a level of student employment on their own campus at least as large as their average annual expenditures for such employment in the three fiscal years preceding the fiscal year in which the contract is entered into.

For More Information: A high school student interested in knowing more about the College Work-Study program should consult his principal or guidance counselor, and the appropriate official of the participating college in which he expects to enroll. For the prospective college student, the latter will usually be the Director of Financial Aid or Student Employment.

A student already enrolled in a participating college or university should consult the official in charge of student financial aid.

Employment application forms should be secured from the appropriate official of the participating institution. They are not available from the United States Office of Education.



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No. 11



## HIGHER EDUCATION FACILITIES ACT OF 1963

Public Law 88-204

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Office of Education

U. S. Department of Health, Education, and Welfare

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Purpose: To provide grants and loans to public and other nonprofit institutions of higher education for financing construction, rehabilitation, or improvement of buildings to house classrooms, libraries, and laboratories to expand enrollment capacity.

The primary goal of the Act is to expand enrollment capacity. The reasons for enacting the legislation were compelling. By 1970, the number of college students is expected to reach seven million -- double that of 1960. To keep pace with this growth, colleges and universities will need to spend \$1 billion more a year until 1970. The Act helps make this possible through grants and loans.

By making special provision for their growth, the Act also takes note of the unique role of public community colleges and technical institutes in the national scheme of post-high school education. It also provides measures to spur the development of graduate schools and their better geographic distribution across the Nation.

Funds Authorized and Appropriated: An investment of \$1.2 billion was authorized over a five-year period. For the fiscal year ending June 30, 1965, Congress appropriated \$463,150,000: \$50 million for grants to public two-year colleges, technical institutes, and off-campus branches of four-year colleges and universities; \$179 million for grants to degree granting institutions; \$60 million for grants to graduate schools and cooperative graduate centers; and \$169 million plus for loans for construction of needed facilities.

Eligibility: Public and nonprofit private institutions of higher education are eligible under the specific provision that the construction will result in urgently needed and substantial expansion of the institution's student enrollment capacity or, in the case of a new institution, result in creating urgently needed enrollment capacity; with the limitation that the Federal grant shall not represent more than 33-1/3 percent of the cost of the project; and a requirement that at least 22 percent of the funds allotted to a State be made available only to public community colleges and technical institutes.

Types of Facilities that Qualify: "Academic facilities" are defined as structures suitable for use as classrooms, laboratories, libraries, and related facilities necessary or appropriate for instruction of students, for research, or for the administration of educational and research programs. Excluded are: facilities intended primarily for events for which admission would be



charged to the general public; facilities designed especially for athletes or recreational activities other than for an academic course in physical education; any facility to be used for sectarian instruction or as a place for religious worship; and any facility to be used by a school of medicine, dentistry, osteopathy, pharmacy, optometry, podiatry, nursing, or public health. The latter are eligible for other federal grants.

How Communities Can Obtain Grants: Institutions submit plans for projects to a State Commission or State agency designated as the authority to review proposals with respect to the rules of eligibility, and to assign priorities in terms of contributions to an over-all State plan for education. The State Commission submits the approved and recommended projects to the U.S. Commissioner of Education where they are approved for funding within the applicable allotment to the State.

Loans: With the definitions of "construction" and "higher education facilities" remaining the same as for grants under this Act, Title III provides for loans to institutions under the provisions that: (1) not less than one-fourth of the cost of the facility will be financed from non-Federal sources; (2) that the applicant is unable to secure a loan from other sources under equally favorable terms; and (3) that the construction will be undertaken in an economical manner and not of elaborate or extravagant design or materials.

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For More Information, contact the administrators of the institution in which you are interested; your State Board of Higher Education (or comparable body); or:

Bureau of Higher Education  
Office of Education  
U. S. Department of Health, Education, and Welfare  
Washington, D.C. 20202

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No. 12



## JOB CORPS

Title I-A

Economic Opportunity Act of 1964

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Office of Economic Opportunity

G & R-PREP.

Purpose: The purpose of the Job Corps is to prepare youth for the responsibilities of citizenship and to increase their employability by providing them education, vocational training, and useful work experience, including work directed toward the conservation of natural resources, in rural and urban residential centers.

Present plans call for 40,000 youth ages 16 thru 21 to be enrolled in the Job Corps by January, 1966. Number might increase to 100,000 or more in succeeding years. Both young men and young women may enroll. The men will be trained in rural conservation centers and urban training centers. Rural youths will go to rural or urban centers, depending on their training needs. Up to one-third of the participants may be young women receiving training in residential training centers.

Conservation Centers: The conservation centers program will include at any one time no less than 40% of the total enrollees in the Job Corps. Enrollees are assigned to centers where their work is directed primarily toward conserving, developing, and managing the public natural resources of the nation; and developing, managing, and protecting public recreational areas. The centers also have an education program aimed at correcting basic educational deficiencies of enrollees. These centers are operated by the conservation agencies of the Departments of Agriculture and Interior under Job Corps policy direction.

Initially, 22 conservation centers accommodating about 100 persons each are being activated. At first, most of the center directors will be Forest Service or Department of Interior personnel. The deputy director for education in each center will be a person with extensive teaching experience. There will also be two other experienced teachers in each 100-man center, and a deputy director for work programs. There will be three work-crew leaders and seven tutor-counselors for each 100 men.

Urban Centers: The Job Corps urban training centers provide education and systematic vocational skill training for young men and women. These centers are located in or near metropolitan areas. They are operated by universities, school boards and other institutions...which prepare and submit proposals that meet Job Corps requirements.

Women's Job Corps Centers provide training in family life and homemaking, physical health and recreation, in addition to skill training for jobs.

State-Operated Youth Centers: The Director of the Office of Economic Opportunity is authorized to enter into agreements with States to provide part or all of the operative or administrative costs of State-operated programs which carry out the purposes of the Job Corps program.

Provisions for Participants: The Job Corps is composed of young men and young women who are permanent residents of the United States who have attained age 16 but have not attained age 22 at the time of enrollment. The total enrollment of any individual in the Corps shall not exceed two years, except for special cases. Enrollees are provided subsistence, transportation, equipment, clothing, recreational services, medical, dental, hospital and other health services, and certain living, travel and leave allowances. Upon termination of enrollment in the Corps, each enrollee is entitled to receive a readjustment allowance of \$50 for each month of satisfactory participation. Amounts up to \$25 of this monthly allowance may be allotted directly to a member of the enrollee's family. In such cases the amount allotted to families is matched by the Job Corps.

How Youth Can Join: In order to be considered for the Corps, youths should send a card or letter with their name, age, address, phone number (if any), and sex to the Job Corps, Washington, D. C., 20506. This is not an application. Their names will be included on a list of interested youths from their area. As vacancies arise in the Corps, local screening organizations will call in youths whose names are on these lists and invite them to fill out detailed applications. Prepaid postcards addressed to the Corps, and other recruiting materials and information, can be obtained from local screening organizations or the Corps. In most areas the local offices of the employment service are the Corps' screeners; in some instances screening is handled by local Community Action programs.

State Approvals: No conservation center, training center or other similar facility designed to carry out the purposes of Title I-A shall be established within a State unless a plan setting forth such proposed establishment has been submitted to the Governor of the State and such plan has not been disapproved by him within 30 days of such submission.

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For More Information write to: Job Corps  
Office of Economic Opportunity  
Washington, D. C.



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No. 13



## THE MANPOWER DEVELOPMENT AND TRAINING ACT

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Office of Manpower, Automation, and Training  
U. S. Department of Labor

AUG 25 1965

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Almost 320,000 Americans were approved for government-financed free training programs under the Manpower Development and Training Act between August of 1962 and December of 1964. Another 50,000 were approved for other services, including counseling and testing. Of the nearly 91,000 persons who had completed institutional and on-the-job training, about 69,000 or 76 percent, had found jobs -- most of them in occupations related to those for which they had been trained.

Recent amendments to this 1962 Act make it an even more flexible tool in preparing workers from farms and small towns for new job opportunities, both in their own localities and elsewhere.

Who Administers the Program? The Department of Labor, through State Employment Services, is responsible for testing, counseling, selection for training and subsequent placement. The Department of Health, Education, and Welfare is responsible for the training, through State vocational education and other appropriate public and private agencies.

What Free Services Are Available? Testing, counseling, referral to training, training, in many cases a money allowance during training, in some cases additional subsistence payments or commuting costs, remedial basic education courses, placement help in finding jobs, and financing costs of moving to new jobs.

Who is Eligible? For training, anyone is eligible who is unemployed or underemployed and who cannot reasonably be expected to secure appropriate full-time employment without training. Workers belonging to farm families with less than \$1,200 annual net family income are considered unemployed for purposes of this Act.

What Are the Money Allowances During Training? Cash payments are authorized up to \$10 a week more than the average weekly unemployment compensation in the State where the training is done. These allowances can be paid for 52 weeks, except in cases where basic education courses (for example, literacy and arithmetic training) are required. In these cases a further 20 weeks of money allowances is authorized. Special provisions cover payments to youth.

Who is Eligible For These Payments? Unemployed persons who have had at least two years of gainful employment, and who are either heads of families or heads of households, or who are members of a household in which the head of the family or household is unemployed.

What About Youth? The general rule is that only one person in any one household may be receiving training allowances at a given time. But youth selected for occupational training and further schooling -- because they can't get jobs without such special help -- may nevertheless be paid allowances of up to \$20 a week. If these youths (17 or older) did not graduate from high school, they must have been out of school for at least one year.

What About Additional Subsistence or Commuting Payments? In appropriate cases (where training is held in facilities not within commuting distance) payments for subsistence of up to \$35 a week (rate of \$5 a day) or transportation (up to 10 cents per mile) can be made.

Who Decides Who Will Be Trained and In What Occupations? The Department of Labor through the local office of the State Employment Service. This office is required to make an official estimate that there is "a reasonable expectation" of jobs in the field for which training is offered. Training has been conducted for dozens of different types of jobs.

Is All Training In Public Schools? Not necessarily. Institutional-type training is done in many settings, and in addition there are specific provisions for on-the-job training, in cooperation with public and private agencies, employers, trade unions and other industrial and community groups. Such paid on-the-job training may be supplemented by classroom-type instruction.

Can Persons Selected For Training Earn Money On the Side? Yes, up to 20 hours work a week.

What About Costs of Moving to Places Where Jobs Are? This is a new experimental feature of the Act, and costs from now until June 30, 1965, are limited to 2 percent of the total spent under the Act. Grants of up to half of all costs in moving families and household effects and loans of up to the total cost may be made if there is a bona-fide offer of a permanent job at the new location. Only "involuntarily unemployed" persons who can't find work in their own communities and who are competent to perform the job elsewhere can be so aided.

Who Are the Best Persons to Contact For More Information? The nearest office of the State Employment Service and the State vocational educational authorities.



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No. 14



## THE NATIONAL DEFENSE STUDENT LOAN PROGRAM

( and 1964 Amendments )

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AUG 25 1965

G & R-PREP.

Office of Education  
U. S. Department of Health, Education, and Welfare

Purpose: The National Defense Student Loan Program provides for the creation of student loan funds at institutions of higher education from which undergraduate and graduate students in need of financial help may borrow at reasonable terms to complete their higher education.

Background: The student loan program was authorized by Title II of the National Defense Education Act of 1958 "to identify and to educate more of the talent of our Nation...and to insure trained manpower of sufficient quality and quantity to meet the national defense needs of the United States." To date, more than 600,000 students have been helped to complete their college education through the program.

On October 16, 1964, President Johnson approved the National Defense Education Act Amendments of 1964 which extends the Act three years (through fiscal year 1968) and which greatly expands several of the NDEA programs. Funds are authorized to be appropriated through June 30, 1972, to enable students who have received loans during earlier years to continue or to complete their education.

Loans: Eligible undergraduate students may borrow up to \$1,000 and graduate or professional students up to \$2,500 in one academic year. Total amount of loans to any student for undergraduate and graduate education may not exceed \$10,000.

Loan Terms: The borrower must sign a note for his loan. Three percent interest begins to accrue one year after the borrower ceases to be a student. Repayment must begin two years after the borrower leaves college and must be completed 10 years later. Repayment may be temporarily delayed in cases where a student returns to college, enters the Armed forces, or joins the Peace Corps. At the option of the institution, periodic installments need not be paid during any period not in excess of three years during which the borrower is a part-time student taking courses toward a degree. While interest will continue to accrue during periods of part-time study, such periods are not included in determining the 10-year period in which the loan must be repaid.

The borrower's obligation to repay his loan is cancelled in the event of his death or permanent and total disability.

Cancellation of Obligation for Teachers: Part of the loan plus interest may be cancelled if the borrower becomes a full-time teacher in public or private nonprofit elementary and secondary schools or in institutions of higher education. Such cancellation is at the rate of 10 percent for each year of



teaching service, up to a maximum of 50 percent. Cancellation of loans for teachers in private nonprofit elementary and secondary schools and in institutions of higher education is not effective for teaching service prior to and during the 1964-65 academic year.

Eligibility: Students must be enrolled or accepted for enrollment in institutions participating in the National Defense Student Loan Program. To be eligible for loans, a student must:

- Be in need of assistance and be able to maintain good standing in his school.
- Be carrying at least one-half the normal full-time academic workload as determined by the institution in which he is enrolled.
- Be a citizen of the United States or intend to reside permanently in the United States.

Institutions of higher education are to give special consideration in their selection of loan recipients to students with a superior academic background.

Administration of Loans: The Congress appropriates funds for the National Defense Student Loan Program which are, in turn, distributed among participating institutions of higher education.

The participating institution is required to establish its own student loan fund and to contribute to it a sum equal to at least one-ninth of the amount contributed by the Federal government. The responsibility for the administration of the fund thereafter rests with the institution.

Within conditions prescribed by the National Defense Education Act and its Amendments, and regulations of the Office of Education, the institution selects student recipients, arranges the loans, and is responsible for collection of loans.

Where to Apply for Loans: Application for loans should be made with the student financial aid office in the institution which the student attends or expects to attend. Loan applications are not available from the U. S. Office of Education.

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For More Information: High school students desiring more information about the loan program should consult their principal or guidance counselor, or the appropriate official of the institution of higher education in which they expect to enroll. In the latter case, this usually will be the director of admissions.

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No. 15



## NEIGHBORHOOD YOUTH CORPS

Title I-B

Economic Opportunity Act of 1964

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Neighborhood Youth Corps -- U. S. Department of Labor & R-PREP.

Purpose: The Neighborhood Youth Corps is a work-training program for young men and women ages 16 through 21. It is aimed at young people who need part-time work to stay in school or return to the classroom, or who need full-time work experience to equip them with the necessary attitude and skills to cope with the job opportunities in today's market.

Responsibility for administering this program is assigned to the Neighborhood Youth Corps, an agency established as part of the United States Department of Labor's Manpower Administration for the specific purpose of carrying out this mission. This organization, in close partnership with State and local government and private nonprofit organizations, is committed to the improvement of education and skills of our youth as a means of enabling them and their families to share more fully in the abundance of our economy.

Eligibility: Young men and women, 16 through 21 years of age, who need:

- . Gainful part-time work to stay in school
- . A part-time job and income to return to school
- . Work experience as preparation for formal job training or in preparation for successful entry into the working world
- . Full-time work-training in order to acquire skills for those who left school permanently.

Neighborhood Youth Corps Project Sponsors: Local groups originate, develop and sponsor projects. The sponsors may be:

- . State, county, and local governmental agencies
- . Individual public institutions such as schools and hospitals
- . Private nonprofit organizations -- other than a political party -- not devoted exclusively to sectarian affairs.

In areas where rural and urban Community Action Programs under Title II-A of the Economic Opportunity Act are planned or are in operation, NYC projects normally would be coordinated with such Community Action Programs.

Criteria Used in Approving Neighborhood Youth Corps Proposals: Proposals for projects are limited only by local needs, imagination and resources, but each project must:

- . Demonstrate the sponsor's ability and desire to reach and program the youths for whom the Neighborhood Corps is intended.
- . Provide jobs for 16 through 21-year-olds from low-income families.
- . Use facilities that are publicly-owned or run by a private, nonprofit organization.

- . Not involve the construction, maintenance, or operation of any facility to be used solely for sectarian instruction or religious worship.
- . Provide for reasonable pay and good working conditions.
- . Not displace presently employed persons or impair contracts for services.
- . Demonstrate high training potential.
- . Offer service in the public interest that otherwise could not be offered.

Types of Projects: A variety of work-training projects are eligible for funding. These include work with:

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|-----------------------------------|------------------------------------|
| . Schools                         | . Extension Services               |
| . Health Services                 | . Experiment Stations and other    |
| . Highway Departments             | research agencies                  |
| . Libraries                       | . State Forest Services            |
| . Historical Societies            | . Youth Camps                      |
| . Soil Conservation Districts     | . Welfare Agencies                 |
| . Park and Recreation Departments | . Private non-profit organizations |
| . Law Enforcement Agencies        | and service clubs for work in      |
| . Local, County, and State        | the public interest                |
| Government Offices                |                                    |

Compensation to Enrollees: Each enrollee shall receive total compensation equal to not less than \$1.25 for each hour spent in work. The term "work" shall include such activities as orientation to a job, instruction given by an employer in preparation for performing a specific task, transportation to a distant work site, and such other directly work-related duties as may be required by the employer or work supervisor, but it shall not include such additional services as counseling, remedial education, or training courses. Proposals for modest increments in the hourly rate of compensation, based upon satisfactory performance and progress in the project, will be considered.

While the compensation paid to each enrollee, as reflected in the project specifications, budget, and payroll, must be based solely upon hours of work as defined above, a sponsor may, for his own purposes, also calculate the rate of compensation on the basis of total hours of required participation in the project.

If an enrollee does not participate in those additional services for which he has been scheduled, the sponsor may not reduce his compensation for hours already worked. The sponsor may, however, require the missed time to be made up or reduce the number of hours the enrollee is permitted to work in the project during the next week or subsequent weeks.

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For More Information write to: Neighborhood Youth Corps  
U. S. Department of Labor  
Washington, D. C.

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No. 16



## OPERATION HEAD START

Office of Economic Opportunity

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Purpose: To assist rural and urban communities in financing summer Child Development Centers for children of limited opportunity who will enter kindergarten or first grade at the beginning of the school year. Federal assistance is provided for programs which serve neighborhoods with a high rate of poverty. However, family income need not deter admission as long as the program serves a predominantly poor neighborhood.

Project Head Start is a local action program designed to prepare children for school. Such programs should offer opportunity for growth and development of the child -- not just custodial care. They should deal with the health, social, and educational needs of the child. Parents should be involved to the extent possible.

Sponsoring Bodies: Community Action Agencies are perhaps the most appropriate sponsoring bodies. However, local governments, schools, voluntary agencies, or any private nonprofit or non-political organization may qualify as a sponsorer. Where there is no CAP, a sponsor can send an application directly to the OEO in Washington. Religious groups may qualify as sponsors only where there is no other organization that qualifies. Such projects will be subject to certain restrictions, including the use of funds for teaching religious subjects, or promoting other activities of a religious nature.

Where CAP's already exist, Head Start must be planned with and carried out through them. Regardless of the kind of group that sponsors a Head Start program, it will need close community support; especially that of the local government. And the sponsoring body should make strenuous effort to involve parents to the fullest extent. Followup programs to help children in their early years are essential. The Office of Economic Opportunity can help finance such efforts. In locations where there may be several groups wishing to initiate Project Head Start, plans should be coordinated to have one group serve as the sponsoring body. Representatives of all interested groups might serve on the local advisory committee or some other supporting group.

Funds for Financing: The Office of Economic Opportunity can finance up to 90 percent of program costs. Local communities can count space, equipment, utilities or personal services as their 10 percent share of costs. Prior training for teachers to start a program can be fully (100 percent) funded. Local education offices can provide information on plans and procedures for all Project Head Start financing. Consult them.

Project Goals: Sponsoring groups must show that they can provide the basic features -- health, social services, and educational activities -- essential to meeting the needs of local families. Thus, it is essential to know needs

and plan accordingly. The Local Community should be the origin of its own Head Start Development Center. An individual, a local government agency, or a private organization may take the first step. Regardless of the origin, all relevant parts of the community should participate in planning, development, and program policy determination. Hence, professional and official personnel should encourage community leaders to initiate projects to insure greater interest and participation. Parents and local leaders should always be in on planning and program development.

Center Space: Suitable space indoors and outdoors is essential to any Head Start Program. Space must meet local health and safety requirements. Numerous types of structures may qualify -- local schools and churches, club and community houses, vacant buildings, halls, etc. For each child, at least 110 square feet of space is recommended -- 35 indoors and 75 outdoors. Except in unusual situations, costs of renovating buildings and the purchase of furniture and equipment cannot be included in Project Head Start budget. Toys, however, may be included.

Center Staffing: The Center Staff is perhaps the one most important factor for effective results. Both qualified professional and volunteer personnel are essential to a good staff. Community volunteers, including parents, will enhance the program. Parents may be either volunteers or paid employees. Full-time staff for a minimum unit of 15 students should be at least three persons: a professional kindergarten teacher, a medical student or aide (may be a volunteer), and a mother (teacher-aide; paid or volunteer). For each multiple of 15, the staff should increase in proportion. The enrollment of Head Start units will help to determine the size of the budget. Local education offices can furnish details on budget, staff, and state regulations regarding pre-school programs.

Check Other Agencies: All of the basic information on Project Head Start is available from heads of State and local education, health, and welfare agencies, mayors, and city officials, and medical directors. They can provide you more pertinent information. You may wish to consult and work with them.

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For More Information write to: Project Head Start  
Community Action Programs  
Office of Economic Opportunity  
Washington, D.C.

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No. 17



# VOCATIONAL EDUCATION ACT OF 1963

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Office of Education  
U. S. Department of Health, Education, and Welfare

AUG 25 1965

C & R-PREP.

Introduction: The Vocational Education Act of 1963 stands as a milestone of Federal legislation affecting American education. This historic new Act may prove to be the fore-runner of a new concept of public education; making post-high vocational and technical education as much a part of our educational tradition as is elementary and secondary education. Moreover, it provides for a vastly enlarged and improved system of vocational training for persons of all ages in need of such training. Although applicable to all areas, the Act is of special significance to communities heretofore not able to provide the necessary training of its youth, and training or retraining of adults, to provide them skills needed for gainful employment.

Purpose: Briefly, the Act authorizes Federal grants to states for improving and enlarging existing vocational education programs, to develop new programs, and to provide part-time employment for youth in need of income to continue their vocational training on a full-time basis. The Act also authorizes training and retraining for persons of all ages -- including those with special educational or socio-economic handicaps -- suited to their needs, interests, abilities and job opportunities. The philosophy of the Act is set forth in its declaration of purpose as follows:

"It is the purpose of this part to authorize Federal grants to States to assist them to maintain, extend, and improve existing programs of vocational education, to develop new programs of vocational education, and to provide part-time employment for youths who need the earnings from such employment to continue their vocational training on a full-time basis, so that persons of all ages in all communities of the States -- those in high school, those who have completed or discontinued their formal education and are preparing to enter the labor market, those who have already entered the labor market but need to upgrade their skills or learn new ones, and those with special educational handicaps -- will have ready access to vocational training or retraining which is of high quality, which is realistic in the light of actual or anticipated opportunities for gainful employment, and which is suited to their needs, interests, and ability to benefit from such training."

Funds: Grants to States are on a matching basis. \$118½ million has been appropriated for State grants in fiscal year 1965. \$117½ million is authorized to be appropriated in fiscal 1966. Authorization for fiscal 1967 and each succeeding year is \$225 million. Availability of funds to States depends upon annual appropriations.



It is significant that at least 33 and 1/3 percent of each State's allotment for any fiscal year prior to July 1, 1968, and at least 25 percent thereafter must be used for:

- Vocational education for persons who have completed or left high school and who are available for full-time study in preparation for entering the labor market; and for
- Construction of area vocational school facilities.

The total 1965 appropriation for vocational education grants to States is \$168½ million. This includes appropriations under the Smith-Hughes and George-Barden Acts, and the Work-Study program. It does not include the 10 percent of the appropriation under Section 2 of the 1963 Vocational Education Act earmarked for research, special training programs, and pilot projects.

State Eligibility: In order to receive its share of the funds under Section 2 of the Act, a State must submit through its Vocational Education Board a State plan for administering the funds which meet certain criteria prescribed in the Act.

Uses of Funds: A State's allotment under Section 2 may be used for:

1. Vocational education for persons attending high school.
2. Vocational education for persons who have completed or left high school (drop-outs) and who are available for full-time study in preparation for jobs.
3. Vocational education for persons (other than those receiving training allowances under the Manpower Development and Training Act, ARA, and the Trade Expansion Act) who have entered the labor market but need training or retraining to achieve job stability or advancement.
4. Vocational education for persons who have academic, socio-economic, or other handicaps which prevent them from succeeding in regular vocational education programs.
5. Teacher training and supervision, program evaluation, special demonstrations and experimental programs, development of instructional materials, State administration and leadership.
6. Construction of area vocational education school facilities, including the department or division of junior colleges, community colleges, and universities providing vocational education in no less than five fields not leading to baccalaureate degrees.

The term "area vocational education school" is defined in the Act as:

- A. A specialized high school used exclusively or principally for the provision of vocational education to persons who are available for full-time study in preparation for entering the labor market, or
- B. The department of a high school exclusively or principally used for providing vocational education in no less than five different occupational fields to persons who are available for full-time study in preparation for entering the labor market, or
- C. A technical or vocational school used exclusively or principally for the provision of vocational education to persons who have completed or left high school and who are available for full-time study in preparation for entering the labor market, or
- D. The department or division of a junior college or community college or university which provides vocational education in no less than five different occupational fields, under the supervision of the State Board, leading to immediate employment but not leading to baccalaureate degrees,

if it is available to all residents of the State or an area of the State designated and approved by the State Board, and if in the case of a school, department, or division described in (C) or (D) above, it admits as regular students both persons who have completed high school and persons who have left high school.

Other Uses: In addition, 10 percent of appropriations under Section 2 shall be used by the Commissioner of Education to make grants to colleges, universities, State boards and other agencies for research and training programs, and experimental or pilot projects to meet special vocational education needs of youth -- particularly those in depressed communities who have handicaps preventing them from succeeding in other vocational education programs.

#### Amendments to Smith-Hughes and George-Barden Vocational Education Acts

The following applies to the vocational education program under the Smith-Hughes Act of 1917, the George-Barden Act of 1946 as amended, and supplementary vocational education acts notwithstanding anything in those Acts to the contrary.

1. Any portion of any allotment under the Smith-Hughes Act, the George-Barden Act amended, or supplementary vocational education acts may be transferred to or combined with (a) other allotments under the above-mentioned Acts or (b) the allotment under Section 3 of the Vocational Education Act of 1963.

2. Funds for agricultural education may be used for vocational education in any occupation involving knowledge and skills in agricultural subjects, whether or not such occupation involves work of the farm or of the farm home, and such education may be provided without directed or supervised practice on a farm.
3. Funds for home economics education may be used for vocational education to fit individuals for gainful employment in any occupation involving knowledge and skills in home economics subjects; and at least ten percent of home economics allotments for fiscal year 1966 and thereafter must be used only for vocational education to fit persons for gainful employment in occupations involving knowledge and skills in home economics subjects, or transferred to another allotment under Section 10 (a), or both.
4. Funds for distributive education may be used to prepare for gainful employment any person over 14 years of age who has entered upon or is preparing to enter upon such occupations. Such education need not be provided in part-time or evening schools. This now permits pre-employment training. Heretofore, distributive education Federal funds for use at the high school level have been available only for cooperative programs. At the adult level, they have been available only for extension courses.
5. Funds for trade and industrial education may be used for pre-employment schools and classes organized to fit for gainful employment persons over 14 years of age who are in school. Such schools and classes may be operated for less than nine months per year and less than 30 hours per week, and without the requirement that a minimum of 50 percent of the time be given to practical work on a useful or productive basis if the pre-employment training is for single-skilled or semi-skilled occupations which do not require training or work of such duration or nature. Moreover, it is no longer necessary that one-third of any amount allotted for trade and industrial education be applied to part-time schools or classes for workers who have entered upon employment.

#### Work-Study Programs

Purpose: The Vocational Education Act of 1963 authorizes special funds for four years, beginning on July 1, 1965, to conduct experimental work-study programs for students. The purpose is to provide part-time employment to full-time students in vocational education programs who would be unable to continue their full-time schooling without a source of income. Funds appropriated for work-study programs are to be used to pay salaries of vocational education students employed in public agencies.



Use of Work-Study Funds: The Act prescribes that authorized work-study programs shall:

1. Be administered by the local educational agency and made reasonably available (to the extent of available funds) to all youth in the area served by the agency who can meet the requirements of the next paragraph.
2. Provide that employment under such work-study programs shall be furnished only to a student who (a) is or has been accepted for enrollment as a full-time student in a vocational education program which meets standards prescribed by the State board and the local educational agency for vocational education programs, (b) is in need of the earnings from such employment to commence or continue his vocational education program, and (c) is at least 15 and less than 21 years of age at the beginning of his employment under the work-study program.
3. Provide that no student shall (a) be employed under such work-study programs for more than 15 hours in any week in which his classes are in session, (b) or for compensation exceeding \$45 per month in any month or \$350 in any academic year or its equivalent unless: the student is attending a school which is not within reasonable commuting distance from his home, in which case his compensation may not exceed \$60 in any month or \$500 for any academic year or its equivalent.
4. Provide that employment under such work-study programs shall be for the local educational agency or some other public agency or institution.
5. Provide that, in each fiscal year during which such programs remain in effect, such agency shall expend (from sources other than Federal funds under this section) for the employment of its students (whether or not in employment eligible for assistance under this section) an amount that is not less than its average annual expenditure for work-study programs of a similar character during the three fiscal years preceding the fiscal year in which its work-study program under this section is approved.

#### Residential Vocational Schools

Purpose: Funds are authorized for four years beginning July 1, 1965, to make grants for the construction and operation of residential vocational schools which would provide room, board, vocational training, and paid employment to youths between the ages of 15 and 21. Purpose of these grants is to demonstrate the feasibility and desirability of residential vocational education schools for certain youth of high school age.

Grants may be made to State boards for vocational education, to colleges and universities, or, with the approval of State boards, to local public schools or school agencies. In making such grants, the United States Commissioner of Education shall give special consideration to the needs of large urban areas having substantial numbers of youths who have dropped out of school or are unemployed.

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State Eligibility: In order to qualify for funds, a State must submit through its vocational education board a State plan for administering the funds which meet certain criteria prescribed in the Act.

Funds Authorized: \$5 million has been appropriated for work-study programs and residential schools in fiscal year 1965. Authorization for succeeding appropriations are as follows:

Fiscal year 1966 -- \$50,000,000  
Fiscal year 1967 -- \$35,000,000  
Fiscal year 1968 -- \$35,000,000

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For More Information on how your community can make fullest use of the Vocational Education Act of 1963, contact your local school authorities, State Board of Education or State Board of Vocational Education, or the:

Vocational Education Division  
Office of Education  
U. S. Department of Health, Education, and Welfare  
Washington, D. C.

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No. 18



## THE WORK-EXPERIENCE PROGRAM

Title V

Economic Opportunity Act of 1964

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Welfare Administration  
U. S. Department of Health, Education, and Welfare

Purpose: The Work-Experience Program is another phase of the Economic Opportunity Act of 1964. It furnishes Federal aid for a broad range of work experiences and training projects which provide opportunities for people to help lift themselves economically. The program is designed to develop and expand useful work experience and training to benefit unemployed parents and other needy, or potentially needy persons.

A Community Effort: Communities can help to provide useful activities and training projects which will contribute toward aiding needy families to become self-supporting as much as possible. Voluntary nonprofit as well as public groups can help to set up work experience and training projects to benefit the needy.

Attaining Objectives: Objectives of Title V are to be achieved through experimental, pilot, or demonstration projects as provided by Section 1115 of the Social Security Act, one of the 1962 Public Welfare Amendments. Benefits may include public assistance payments, medical care, and a variety of social services in support of participants in the project. Emphasis will be on expansion and improvement of community work and training-type programs under Section 409 of the Social Security Act, and Aid to Families with Dependent Children -- Unemployed Parent segment (AFDC-UP).

Examples of Work Experience Project: A work-experience and training project is an organized plan to provide training and experience that will qualify people to compete in the labor market. It should be an undertaking or service that is in the public interest and that would not otherwise be performed.

Who Can Qualify? Unemployed parents -- mothers and fathers of families receiving public assistance for their children -- are the most natural group for such a project. These are the families in the public assistance programs known as Aid to Families with Dependent Children -- Unemployed Parents (AFDC-UP). Other needy persons may also be included, for example, those receiving aid under programs such as Old Age Assistance, and others who are not now but who might become dependent on public assistance.

Scope and Kinds of Projects: Community imagination and viability will determine the scope and kinds of work-experience projects. They may range from basic work experience and adult basic education to prepare persons for the simplest kind of job, to advanced programs of adult and vocational training for highly skilled factory, construction, or office work. Projects may be designed to improve or develop new skills, such as, work in a public

garage for special new types of training; training for skilled office and clerical work, power machine operation, seamstress, waiters, therapy aides, practical nurses, etc.

Project Participants' Work Credit: Project participants receive credit for work at prevailing local hourly wage rates for similar work or State minimum wage for such work, whichever is higher. A trainee can work the number of hours needed to equal what his family is entitled to receive under a standard budget established by the State public welfare agency, but in no case more than 40 hours a week or eight hours a day. His pay may cover additional costs such as work clothes, transportation costs, and lunches. The trainee's family can also be assured of health and medical care, to the extent such care is available in on-going public assistance programs, and social services to help resolve other family problems so as to enable the project participant to become employable.

How to Secure Federal Funds: Your public welfare agency, with the counsel, guidance, and supervision of your State public welfare agency, prepares the project application. Once the project is approved by the State public welfare agency, it is forwarded to Washington for approval. Federal funds are sent to the State public welfare agency which is responsible for administering, coordinating, and evaluating the project.

Federal Requirements: Basic Federal requirements include assurance of nondiscrimination, observance of State merit system standards for project personnel, maintenance of accepted health and labor standards, etc. Meeting full budgeted needs is a high priority objective. Additional requirements include child day care where needed, basic literacy training, among other items. The local public welfare agency will appraise you of these matters.

Percent of Federal Funds Eligible for Projects: To aid in the development of demonstration projects, up to 100 percent Federal financing is available for approved projects. Your local and State public welfare agencies can give you full details.

What Are Preference Projects? Preference projects are (usually) component parts of Community Action Programs. However, a title V project can lead to the development of a Community Action Program.

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For More Information write to: Bureau of Family Services  
Welfare Administration  
U. S. Department of Health, Education,  
and Welfare  
330 Independence Avenue, SW  
Washington, D.C. 20201

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## FEDERAL AID FOR NURSING HOMES

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The President's Council on Aging  
U. S. Department of Health, Education, and Welfare

AUG 25 1965

C & R-PREP

Situation: More than 10,000 Americans are over 100 years old; more than two and a half million are over 80. By 1970, there will be 3.7 million men and women in the 80 and over group. There is a severe shortage of nursing homes for the continuously increasing aged. Not only is the number of nursing homes inadequate, many of the 20 odd thousand are poorly equipped and staffed. The Nation needs at least a half-million more beds now.

Federal Resources: To help improve the situation, Federal assistance is provided through aid for construction and improvement of facilities. Emphasis is on the encouragement of private individuals and corporations to build and operate homes; also authorization provides for the construction of public and other nonprofit homes.

Four Federal agencies administer the funds appropriated for nursing homes. The four agencies, and brief descriptions of their provisions, are:

Federal Housing Administration, an agency of the Housing and Home Finance Agency, helps owners of profit-making and private nonprofit groups to get mortgage loans on favorable terms through established lending institutions by insuring the lenders against possible loss...for remodeling... construction of new nursing homes, purchase of land, and cost of site improvement...(certification that the home is needed). This help is for homes of at least 20-bed capacity.

Certain nonresidential facilities, such as recreational, social and other common facilities, as well as built-in fixtures and equipment, may be included in the mortgage. The maximum mortgage maturity is 20 years, and up to 90 percent of FHA's estimated value of the project when proposed improvements are completed may be insured for new construction. The maximum interest rates are  $5\frac{1}{2}$  percent plus  $\frac{1}{2}$  percent mortgage insurance premium. Construction must meet the minimum standards established by FHA.

Small Business Administration -- This agency makes loans to small businesses whose annual receipts are less than a million dollars, when funds are not otherwise available on reasonable terms. Loans may be direct, or in participation jointly with SBA banks and other private lending institutions. Private profit-making nursing homes can get loans for construction, expansion, improvements and general operations, including working capital. The only proof necessary is that the owner is a small businessman.

Loans are limited by law to \$350,000. In a new business, the applicant is usually required to provide one-half of the funds necessary to complete and operate the facility. The mortgage may be carried for ten years and loans for working capital, generally five years. Construction loans have a 10-year maturity date plus estimated construction time. All or part may be repaid without penalty before due....the interest rate is 5½ percent, except in certain designated redevelopment areas and surplus-labor areas where 4 percent interest is permitted. A certificate of need is required before a loan can be processed.

The Area Redevelopment Administration, U. S. Department of Commerce, serves certain parts of the country designated as "redevelopment areas." In these sections loans may be obtained for buying land, constructing, expanding, improving, and equipping private profit-making homes. There is no limit on or minimum number of beds. However, evidence must indicate that the effort is economically sound and will provide new, permanent employment commensurate with the amount of financial assistance required. A certificate of need is required. As much as 65 percent of all project costs can be met by ARA. The State, or any agency, or political subdivision of a State, or a nongovernmental community or area must provide a minimum of 10 percent. Nongovernmental sources must supply a minimum of 5 percent as equity capital.

ARA will extend financial assistance only to the extent that it is not available from any other public or private source. Loans may be participation or direct if no private lender can or will participate with ARA. The maximum mortgage maturity is 25 years, but the machinery and equipment portion of the loans is generally limited to 15 years. ARA loans carry a 4 percent interest rate.

The Public Health Service, U. S. Department of Health, Education, and Welfare, makes grants to States and nonprofit organizations or associations through the Hill-Burton Program. These grants are for construction, expansion, alteration and remodeling nursing homes. Necessary initial equipment may be included although the purchase of land and cost of site improvement may not be included. The amount of grants varies according to the State plan to meet its hospital and health facility needs and may range from one-third to two-thirds of the construction cost as established by the State agency. Applicants may obtain loans in lieu of grants, where preferable. Maturity on loans shall not be more than 40 years after the date the loan is made. Hill-Burton grants are made only to publicly owned or nonprofit organizations.

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For More Information write to:   The President's Council on Aging  
  U. S. Department of Health, Education,  
  and Welfare  
  Washington, D. C.   20201

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No. 20



GRANTS TO PUBLIC AGENCIES  
OR NONPROFIT ORGANIZATION  
FOR MIGRANT FAMILY HEALTH SERVICES

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Public Health Service  
U. S. Department of Health, Education, and Welfare

AUG 25 1965

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Purposes: The Migrant Health Act of 1962 authorizes the Public Health Service to make grants to pay part of the cost of family health service clinics and other projects to improve the health services and conditions for domestic migratory farm workers and their families.

Eligibility: State or local health departments, health and welfare councils, nonprofit growers' associations, and other types of State or local public agencies or nonprofit community groups may apply for grants.

Use of Funds: Grants may be used for a variety of services such as:

1. Medical and nursing care to prevent and treat illness or injury provided through family clinics or other organized arrangements.
2. Services of nurses to visit labor camps on a regular schedule to provide first aid, arrange for referral of persons needing a doctor's care, and offer other health assistance.
3. Consultation to growers on problems of labor camp maintenance, water safety, and the control of various types of environmental health hazards.
4. Programs to inform migrant workers and their families about health and to encourage them to improve their own health practices, including -- for example -- their diets and homemaking practices, use of a physician or dentist's services, and child care.
5. Training of selected migrants to be health aides.

Types of Expenditures: Grants may be used for salaries, equipment, services, supplies, travel, transportation of patients, purchase of medical and dental care under specified conditions, and similar costs necessitated by project operation. Payment for care in a hospital may not be made from grant funds, nor can payment be made for construction of clinics or other facilities. However, simple renovation of clinic space, or modification of rooms to make them suitable for clinic operation, can be assisted by grant funds.

Applicants are required to meet part of project costs. These State and local contributions are in cash and in kind, including payment for services such as hospitalization that cannot be reimbursed from the migrant health grant.

Factors to be Considered in Making a Project Plan:

1. Estimated number of migrant workers and family members in the area to be served.



2. The types of health services they need, such as medical, dental, public health nursing, sanitation, social work and health education.
3. Where and when health services need to be provided so that the migrants can use them easily.
4. How to get cooperation and assistance in planning and conducting a project from appropriate community groups.
5. How to recruit the health workers and others required to operate the project successfully.
6. How to orient those who will be involved in the project so that they can work together effectively and so that project services will be accepted and used by migrants.
7. Sources of State or local support in cash or in kind; that is, in volunteered services that might be available, donated equipment or space for project services, transportation of patients without cost, and other items essential to project operation.
8. Coordination between the project and other community activities on behalf of migrant families.
9. Cooperation between the project community and other communities making health care available to migrants.
10. The health needs of other low-income rural groups which might benefit by the project if contributions in cash or in kind from other sources can be found to support the proportion of services provided through the project to groups other than migrants.

Duration of Grants: Grants are made for a period of not more than 12 months. However, tentative approval of support for future operation may be given for two additional years. Final approval for future grants depends upon successful operation of the project and the availability of continued grant authority and funds.

Where to Obtain Help: Information, application forms, and assistance in program development may be obtained from your State Health Department and the Migrant Health Representative in the Regional Office which serves your State. Interested groups should consult their local and State health departments, and the Regional Migrant Health Representative, early in their planning.

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For More Information contact the Public Health Service Regional Office serving your State or the:

Migrant Health Branch  
Division of Community Health Services  
Public Health Service  
U. S. Department of Health, Education, and  
Welfare  
Washington 25, D.C.

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HILL-BURTON HEALTH PROGRAMS & EXPANDED LEGISLATION



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Public Health Service  
U. S. Department of Health, Education, and Welfare  
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The Hill-Burton Program makes Federal grants or loans available to assist in constructing and equipping public and private nonprofit hospitals and other health facilities for which a need is established.

Eligible facilities include hospitals, public health centers, long-term care facilities (including nursing homes), diagnostic and treatment centers, and rehabilitation facilities. Types of projects may include: (1) construction of new buildings, (2) expansion, (3) modernization of existing structures, and (4) equipment.

Federal share varies from State to State, ranging from one-third to two-thirds of the construction costs. The State administering authority can provide information on Federal share applicable to that particular State.

Expanded Legislation: Congress passed legislation during 1964, and President Johnson signed into law amendments "...extending and revising the Hill-Burton program to keep pace with changing concepts of health facility planning, construction, and operation."

Authorized Appropriations: Authorized appropriations for construction purposes covering the next five years are as follows:

- ... Hospital and Public Health Centers ..... \$680 million
- ... Long-Term Care Facilities ..... \$350 million
- ... Diagnostic and Treatment Centers ..... \$100 million
- ... Rehabilitation Facilities ..... \$ 50 million

Modernization and Grant Funds: Modernization and replacement funds for a 4-year period beginning with fiscal year 1966 total \$160 million. This new grant program for modernization and/or replacement of public and nonprofit hospital and other health facilities is the most far-reaching change in the program.

In addition, new amendments also provide the following:

1. Project Grants to help develop regional, metropolitan area, or other local area plans for health and related facilities.
2. A single category of long-term care facilities (\$70 million), and

3. Use by States of 2 percent of their allotments (up to \$50,000 a year) to assist in efficient and proper administration of State plans.

Special Areawide Planning Grants: The Surgeon General can make grants to States to cover 50 percent of the costs of projects for developing, supervising, and carrying out regional, metropolitan area, or local area plans for coordinating health and related facilities and services. Appropriations authorized for these special grants total \$2.5 million for fiscal year 1965, and \$5 million for each of the next four years.

Health Facility Needs:

General Hospitals: Serious shortages exist in fast-growing suburbs; in sections of metropolitan areas, especially those occupied by minority groups; and in some rural areas.

Long-Term Care Facilities: Only about two-fifths of the Nation's long-term bed need has been met. Special effort is needed not only to correct present deficiencies but also to narrow the gap between existing and needed facilities, especially in light of the growing demand as the number of aged increases.

Mental Health Facilities: Current planning concepts discourage further construction of large mental institutions and emphasize the need for providing smaller, flexible community-based facilities. Provisions of the recently enacted Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963 should stimulate progress toward community-oriented mental health facilities. (See Fact Sheet 22.)

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For More Information on Programs write to the State Health Department in all States with the exception of the six listed below. Inquiries in those States should be addressed as follows:

Florida: Development Commission, Tallahassee

Louisiana: Department of Hospitals, Baton Rouge

Mississippi: Commission on Hospital Care, Jackson

New Jersey: State Department of Institutions and Agencies, Trenton

North Carolina: Medical Care Commission, Raleigh

Pennsylvania: State Department of Public Welfare, Harrisburg

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## MENTAL RETARDATION LEGISLATION AND PROGRAMS



Office of the Assistant Secretary for Legislation  
U. S. Department of Health, Education, and Welfare

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AUG 25 1965

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During the fall of 1963, the late President John F. Kennedy signed into law two major pieces of legislation on mental retardation: (A) Public Law 88-156, Maternal and Child Health and Mental Retardation Planning Amendments of 1963, and (B) Public Law 88-164, Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963.

Purpose: To provide for expansion of existing mental retardation programs and the creation of new areas of activity. The basic intent of the Acts is to prevent mental retardation and amelioration of its effect through research, services, construction of facilities, training of personnel who work with the mentally retarded, and comprehensive statewide planning.

Brief Sketches of Major Provisions:

A. Public Law 88-156, Maternal and Child Health and Mental Retardation Planning Amendments of 1963:

1. Increases in maternal and child health services. The present Federal-State program is expanded by doubling to \$50 million the annual \$25 million ceiling on Federal funds over a seven-year period.
2. Increases in crippled children's services. Federal funds for these services are also doubled to \$50 million over a seven-year period.
3. Project grants for maternity and infant care to provide necessary health care for expectant mothers who are unlikely to receive such care otherwise.
4. Grants for research relating to maternal and child health and crippled children's services for research related to maternal and child health, and crippled children's services that show promise of substantial contribution to the advancement of these programs.
5. Grants to the States to assist in the planning of comprehensive action to combat mental retardation at the State and community level.

B. Public Law 88-164, Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963 (Titles I and III):

Titles I and III authorize appropriations of \$179 million over a five-year period beginning with fiscal year 1964.

1. Construction of nonprofit centers for research to develop new knowledge for preventing and combating mental retardation.

2. Grants to assist in the construction of public or nonprofit clinical facilities for the mentally retarded when the facilities are associated with colleges or universities.
3. Formula grants to States to assist in the construction of specially designed public and nonprofit facilities providing diagnosis, treatment, education, training, and custodial care services for the mentally retarded, including sheltered workshops.
4. Grants to institutions of higher learning and to State educational agencies to extend and strengthen existing programs for training teachers of mentally retarded and other handicapped children.
5. Grants to States and to public and nonprofit private educational and research agencies for research or demonstration projects relating to the education of the handicapped.

Special Notes:

- . Community Facilities construction for the mentally retarded is already under way. Facilities constructed under this legislation will include a variety of services.
- . The Vocational Rehabilitation Administration supports selected demonstration projects coordinating community resources for the mentally retarded.
- . The Children's Bureau administers a \$15 million program of maternity and infant care project grants to reduce mental retardation through health care to prospective mothers who are unable to get proper attention.
- . The Social Security Administration contributes to the maintenance of the mentally retarded through the payment of monthly benefits to eligible recipients.

Sources of Information and Materials: Local county health and welfare offices can provide information on various programs for the mentally retarded, especially your State sources. Other sources include:

1. The Secretary's Committee on Mental Retardation, Office of the Assistant Secretary (for legislation) U. S. Department of Health, Education, and Welfare, Washington, D. C. 20202
2. The Joseph P. Kennedy, Jr., Foundation
3. The National Association for Retarded Children
4. The Council on Exceptional Children
5. The American Association on Mental Deficiency

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No. 23



## VOCATIONAL REHABILITATION SERVICES

U. S. DEPT. OF AGRICULTURE  
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Vocational Rehabilitation Administration  
U. S. Department of Health, Education, and Welfare

AUG 25 1965

~~D & R-PREP.~~

Purpose: The State-Federal Vocational Rehabilitation Program provides services to physically and mentally disabled persons wherever they may be. There are effectively organized programs in all States which have for many years rendered services to disabled farmers and rural workers.

Who Is Helped? Any disabled person is eligible for help. However, low-income and indigent persons living on farms, in rural areas, and small towns, who are less likely to share other sources of help, are favored.

How Does Disabled Person Qualify? Or Apply For Help? An individual may seek the service for himself from the nearest field or District Vocational Rehabilitation office. The State office is generally in the State capitol. District and field offices are generally distributed geographically. Physicians and other persons may refer an individual for help; also health and welfare agencies, and agricultural agencies, including the Cooperative Extension Service.

Eligibility: In order to be eligible for any of the services of vocational rehabilitation, an individual must:

1. Have a disability which substantially interferes with suitable employment.
2. Have a reasonable chance of becoming suitably employed within a reasonable period by the provision of vocational rehabilitation services.

### Kinds of Services Provided:

Medical diagnosis to learn the nature and degree of disability...determine eligibility for services, the need for additional medical services, and the individual's work capacities;

Medical, surgical, psychiatric, and hospital services to remove or reduce the disability;

Artificial limbs and other prosthetic appliances;

Individual counseling and guidance...testing to help select and attain vocational objectives;

Training, including occupational training and adjustment training for the blind;



Maintenance and transportation during treatment, training, or any other phase of rehabilitation;

Tools, equipment, licenses, ...stocks and supplies necessary to give the rehabilitated individual a fair start;

Placement in a job commensurate with the individual's physical and mental capacities;

Follow-up to ensure that the rehabilitated person is successful and employer is satisfied.

Special Project Grants: Special Vocational Rehabilitation Administration project grants are available as:

Grants to States or private nonprofit organizations for paying part of cost of research, demonstrations, or development of special services or facilities.

Training Grants: To conduct training projects in areas of special need for personnel of other agencies serving rural disabled persons.

Special Project Applications: Make applications for special project grants to:

The Commissioner  
Vocational Rehabilitation Administration  
U. S. Department of Health, Education, and Welfare  
Washington, D.C. 20201

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No. 24



## HELP FOR RURAL AMERICA:

## WHAT FEDERAL HOUSING ADMINISTRATION DOES

Federal Housing Administration  
Housing and Home Finance Agency

U. S. DEPT. OF AGRICULTURE  
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Purpose: The Federal Housing Administration insures loans made by approved private lenders for the purchase of homes, development of multifamily housing, and for property improvement.

Primary goals of the agency are to help families undertake home ownership on a financially-sound basis and to provide leadership for the continuing betterment of housing standards and conditions.

Because their loans are insured, lenders can extend credit over longer terms at a lower interest rate and with a smaller downpayment than would otherwise be generally available. Other home buyer benefits include FHA's minimum property standards, construction compliance inspections, and review of the purchase transaction.

FHA charges an insurance premium of one-half percent a year on declining loan balances. The maximum interest rate for home mortgages is  $5\frac{1}{2}$  percent per annum. Under its Title I property improvement program, the cost of borrowing is figured on \$100 increments of the loan. Discounts range from \$3.50 to \$5 per \$100, depending upon the amount borrowed and the term of the loan.

Home Mortgages: FHA has two basic home mortgage insurance programs -- each identified by the section of the National Housing Act that authorized it.

Section 203(b) is FHA's regular home mortgage program. Under its provisions, mortgages on single-family homes in amounts up to \$30,000 may be insured. The maximum mortgage term is limited to 30 years, except that it may extend to 35 years for houses approved by FHA or the Veterans Administration prior to construction and inspected by either agency during construction.

Under Section 203(i), FHA insures mortgages for the purchase of low-cost, single-family homes. The maximum mortgage amount is \$11,000. Farm homes also are eligible, and the same limits on mortgage term apply for Section 203(b) housing.

For housing developed under this program, FHA's minimum property standards are relaxed so that construction can fit local requirements and patterns of rural housing, and so that the buyer can perform certain finishing work.

Property Improvement: Title I property improvement loans can be used to pay for alteration, repair, improvement, or conversion of existing homes and other structures and for building certain types of new nonresidential structures. For most improvements the maximum loan is \$3,500, and the maximum

term five years. However, loans up to \$3,500 for building new service structures on farms, such as barns, silos, smokehouses, and granaries, may be repaid over seven years or, if secured by a first lien on the improved property, over 15 years.

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For More Information write to: Federal Housing Administration  
Housing and Home Finance Agency  
Washington, D.C. 20410



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No. 25



## HOUSING FOR DOMESTIC FARM LABOR

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Farmers Home Administration  
U. S. Department of Agriculture

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U. S. DEPT. OF AGRICULTURE  
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The Farmers Home Administration, under Title V of the Housing Act of 1949, makes insured loans to finance the construction or improvement of housing for domestic farm labor.

Loan funds may be used to construct, improve, or repair housing designed to meet the needs of domestic farm laborers. Funds may also be used to provide appropriate recreational and service facilities directly associated with housing, to improve the land on which the buildings are to be located and to develop the water, sewage disposal, heat, and light systems needed for the housing. Loan funds may not be used to buy land or refinance debts.

Occupancy of housing: The occupants must be domestic farm laborers who are citizens of the United States and receive the major portion of their income as laborers on farms in the United States. No discrimination will be permitted in the occupancy of the housing because of race, color, creed, or national origin.

Eligibility: To be eligible an applicant must be: an individual farmowner, an association of farmers, state or political subdivision, or nonprofit organization.

Applicants must be legally able to incur the obligations of the loan, give adequate security, and have sufficient income for repayment. They must also have the ability and intention of maintaining and operating the housing for the purposes for which the loan is made.

Loans are made only to applicants who are unable to finance the housing either with their own resources or with credit obtained from private or cooperative sources.

Terms and interest rate: A borrower obtaining an insured loan pays 5 percent interest on the unpaid principal. Each loan is scheduled for repayment over a period not to exceed 33 years from the date of the note or the useful life of the security, whichever is less. Each borrower is required to refinance the unpaid balance of the loan when able to obtain such refinancing at reasonable rates and terms from other lenders.

Plans and construction standards: The applicant is responsible for obtaining technical assistance necessary to plan and construct the housing to be financed with the loan. Planning guides are available at Farmers Home Administration offices. The Farmers Home Administration reviews the plans and inspects the work as it progresses in order to help the borrower obtain sound and acceptable construction.

Buildings and water, sewage disposal, heating, and electrical systems must be constructed in accordance with good building practices, and conform with any applicable laws, ordinances, codes, and regulations governing construction, heating, plumbing, electrical installation, fire prevention, and health and sanitation.

Making application: Additional details about the program and the information that will need to be submitted with the application may be obtained from the local county supervisor of the Farmers Home Administration. Additional information also may be obtained from the Farmers Home Administration, U. S. Department of Agriculture, Washington, D. C. 20250.

### Examples

The first farm labor housing loan was made to a 75-member nonprofit association of farmers in Idaho. With a \$50,000 loan they financed 48 dwelling units for seasonal workers who harvest fruit and vegetables. The new quarters helped insure adequate labor for the areas expanded fruit and vegetable production.

In several states loans have been made to individual farmers to house seasonal workers used on their farms. Homes also have been provided for the year-round hired men on the farm.

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No. 26



## LOW-RENT PUBLIC HOUSING

Public Housing Administration  
Housing and Home Finance Agency

U. S. DEPT. OF AGRICULTURE  
NATIONAL AGRICULTURAL LIBRARY

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Purpose: The low-rent public housing program was established by Congress in the Housing Act of 1937 to aid communities to provide decent, safe, and sanitary housing for low-income families who cannot afford standard private housing. Subsequent housing Acts have made special provision for low-income elderly families and individuals, the physically disabled, and persons displaced from urban renewal or public housing sites.

Financing: Federal financial aid takes two forms: Loans to help finance the development and construction of housing units, and Annual Contributions, or subsidies, that enable local authorities to hold rents at levels within the means of low-income tenants. The loans may be up to 90 percent of the development cost of the housing. The annual contributions are usually sufficient to meet principal and interest payments.

Eligibility: The Federal aid is made available by the Public Housing Administration to local housing authorities established under State enabling laws for the principal purpose of planning, developing, owning, and operating public housing. The local housing authorities are created by local governing bodies; and they may be established for counties as well as for towns, cities, and States.

Requirements: A local housing authority's application for Federal aid must be approved by the local governing body which grants tax exemption for the housing and agrees to furnish usual municipal services to the housing. In turn, the local authority agrees to make payments in lieu of local taxes so that the dwellings will bear a fair share of municipal costs. Both payments in lieu of taxes and operating expenses are met from rental and other project income.

Rural Areas: A specified portion of the annual contributions authorization is reserved by law for projects in rural nonfarm areas. Nearly 800 localities with less than 2,500 population are currently participating in the low-rent public housing program.

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For More Information write to: Public Housing Administration  
Housing and Home Finance Agency  
Washington, D.C. 20410

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## RURAL HOUSING LOANS

Farmers Home Administration  
U. S. Department of Agriculture

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The Farmers Home Administration, under provisions of Title V of the Housing Act of 1949, as amended, makes rural housing loans.

The rural housing loan program provides families in rural areas an opportunity to obtain the credit they need to finance a home that is modest in size, design, and cost. If the family is engaged in farming, loans may also be made for farm service buildings essential to the success of the family's farming operation.

Rural areas includes farms, open country, small country towns and villages and small rural communities of not more than 2,500 population which are not part of or associated with an urban area.

In addition to major construction, loans are available to modernize homes - add bathrooms, central heating, modern kitchens, and other home improvements, as well as to enlarge or remodel farm service buildings.

Senior Citizens: Special provisions are available for rural senior citizens -- persons who are 62 years of age or over. A senior citizen may obtain a loan to buy a previously occupied house or to buy a site on which to build his own home, as well as to build or repair a home on land he owns. A senior citizen with insufficient income to repay a loan may be able to qualify if another person with adequate repayment ability cosigns his note.

Eligibility: To be eligible, an applicant must:

1. Own either a farm or nonfarm tract or be a senior citizen who will become the owner of a minimum adequate building site when the loan is closed.
2. Be without decent, safe, and sanitary housing or without farm service buildings essential to the success of his farming operations.
3. Be unable to finance the needed improvements with his own resources or with credit from other sources.
4. Unless he has a co-signer, have sufficient income to pay operating and family living expenses, and meet payments on debts, including the proposed rural housing loan.
5. Be a citizen of the United States.
6. Have the legal capacity to incur the obligations of the loan.

Building Plans: Applicants are expected to furnish complete plans and specifications from a reliable source. Discussion of tentative building plans with the Farmers Home Administration is recommended before obtaining final plans and specifications.

Terms and Interest Rate: The interest rate is 4 percent per year on the unpaid principal. The maximum term is 33 years. Each borrower is expected to refinance the unpaid balance of the loan when able to obtain such refinancing at reasonable rates and terms from other lenders.

Security: Each loan will be adequately secured to protect the interest of the Government. Small building improvement loans of not more than \$2,500 may be made without taking real estate security.

Where to Apply: Interested persons should apply at the county Farmers Home Administration office serving the area in which the property he expects to improve is located. Anyone unable to locate the local office may write the Farmers Home Administration, U. S. Department of Agriculture, Washington, D. C. 20250.

### Examples

New Home: The J. A.'s of Monroe, N. C., received a \$7,500 rural housing loan to construct a 3-bedroom home for their family of six. They gross about \$6,000 yearly from cotton and truck crops, coupled with some off-farm work. Although they obtained their loan only a few years ago, they are already more than \$1,000 ahead of schedule on their payments.

Farm Service Building: A Granville, New York, family received a \$13,850 loan which, combined with \$2,000 of their own funds, financed a new 36' x 100' dairy barn, new concrete stave silo, and new milk house. Previously, dairy herd was housed in 2 barns 1,000 feet apart. The family has been able to make a substantial increase in its gross income as a result of the new improvements.



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## RENTAL HOUSING FOR SENIOR CITIZENS

Farmers Home Administration  
U. S. Department of Agriculture

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The Farmers Home Administration, under Title V of the Housing Act of 1949, makes direct and insured loans to provide rental housing in rural areas for senior citizens, 62 years of age or older. The housing must be located in open country, small country towns and villages and small rural communities of not more than 2,500 population which are not part of or closely associated with an urban area. Services and facilities essential to daily living and health must be reasonably accessible.

Loan funds may be used to construct, purchase, improve or repair rental housing designed to meet the special needs of senior citizens who are capable of caring for themselves. Housing may consist of apartment buildings, duplex units or individual detached houses suitable for independent living by senior citizens. Funds may also be used to provide appropriate recreational and service facilities, to buy and improve the land on which the buildings are to be located and to develop the water, sewage disposal, heat, and light systems needed for the housing. Loans may not be made for nursing, special care or institutional types of homes.

Occupancy of housing: The occupant must be 62 years of age or over or be a family in which the husband or wife is 62 or over. The housing must be available to citizens of the United States who are rural residents.

Housing financed with a direct loan must be for senior citizens with low or moderate incomes. The maximum income level for occupancy will be established by the Farmers Home Administration. No discrimination will be permitted in the occupancy of the housing because of race, color, creed, or national origin.

Applicants must be legally able to incur the obligations of the loan, give adequate security, and have sufficient income for repayment. They must also have the ability and intention of maintaining and operating the housing for the purposes for which the loan is made. Loans are made only to applicants who are unable to finance the housing either with their own resources or with credit obtained from private or cooperative sources.

Loan limits: A direct loan may not exceed \$200,000, less any other debts against the security, or the development cost, or the value of the security, whichever is least. An insured loan may not exceed \$300,000, or the development cost, or the value of the security, whichever is least. The Farmers Home Administration will make an appraisal of the security property to determine its value.

Terms and interest rate: A borrower obtaining a direct loan pays 3-3/4 percent interest on the unpaid principal. A borrower obtaining an insured loan pays 5-3/4 percent interest on the unpaid principal. Maximum repayment period for a direct loan is 50 years and an insured loan 40 years. Each borrower is expected to refinance the unpaid balance of the loan when able to obtain such refinancing at reasonable rates and terms from other lenders.

Plans and construction standards: The applicant is responsible for obtaining technical assistance necessary to plan and construct the housing to be financed with the loan. Planning guides are available at Farmers Home Administration offices.

The Farmers Home Administration reviews the plans and inspects the work as it progresses in order to help the borrower obtain sound and acceptable construction.

Buildings and water, sewage disposal, heating and electrical systems financed with these loans must be constructed in accordance with good building practices, and conform with any applicable laws, ordinances, codes, and regulations governing construction, heating, plumbing, electrical installation, fire prevention, and health and sanitation.

Making application: Additional details about the program and the information that will need to be submitted with the application may be obtained from the local county supervisor of the Farmers Home Administration. Additional information also may be obtained from the Farmers Home Administration,, U. S. Department of Agriculture, Washington, D. C. 20250.

### Examples

In the rural community of Oak Grove, Missouri, local citizens formed a non-profit corporation and obtained a direct loan of \$108,120 to provide rental housing for its rural senior citizens. The project contains 5 brick apartment buildings and a community building. There are 8 efficiency and 12 one-bedroom modern apartments. The apartments rent from \$35.00 to \$45.00 per month.

A rural community in Minnesota working through a nonprofit corporation sold memberships to its local citizenry. With this money in hand as working capital, application was made to the Farmers Home Administration for a loan of \$175,000. Plans call for building 15 duplexes on a 17-acre site. Twenty-two families have already applied to rent these units. Appropriate recreational and service facilities, including a park, are also being provided. The village has agreed to furnish to the project without charge power lines, sewage, and service roads. It will allow the association to provide adequate housing at rents varying from \$40 to \$65 per month.

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No. 29



## SMALLER COMMUNITIES PROGRAM

Bureau of Employment Security  
U. S. Department of Labor

U. S. DEPT. OF AGRICULTURE  
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C & R-PREP.

Purpose: In an effort to promote better utilization of human resources in rural areas, the United States Employment Service in cooperation with affiliated State Employment Services launched a new venture in 1962 -- the Smaller Communities Program. The overall objectives of this program are to assist in the economic development of these areas and the occupational adjustment of individual residents. The specific actions through which the overall objectives will be sought are:

1. Determination of current and potential manpower resources of the area;
2. Assistance in evaluating the overall economic resources of the area;
3. Cooperation with other agencies and community groups in developing a program for economic development;
4. Provision of employment counseling and placement assistance to individuals for jobs within or outside the area; and
5. Determination of area training needs and training potentialities of individuals.

Why: Each year rapidly changing technology in agriculture, mining, and forestry contributes to the disappearance of over 200,000 jobs (farm and nonfarm) in rural areas already stricken with an unemployment rate that was in 1962 one-third higher than that for the Nation.

Individuals trained and experienced in typically rural occupations find themselves suddenly with no market for their skills. They are handicapped further by a lack of knowledge of urban ways, job opportunities, and requirements. The problem extends to each graduating class in thousands of rural high schools.

How: Utilizing a mobile team the program is initiated in a community at the request of local leaders. The program has enjoyed such an enthusiastic reception that often over 50% of a community's labor force is registered in the occupational survey conducted by the mobile team. The techniques developed for this program are designed to provide needed services to both the community and the individual.

Who Benefits: The program helps community development organizations by making a comprehensive study of the manpower resources of the area, including information on the potential skills of the work force. This information on potential



skills is of particular interest to prospective employers and can also be used in developing vocational training programs under existing Federal and State legislation. The program also assists these development groups in making a detailed study of the other resources of the area which can be used by the community in planning for the expansion of job opportunities.

The program helps individual residents of rural communities by providing them with the services -- counseling, testing, and placement -- of a regular local employment office. Each individual in the labor force has the opportunity to discuss his work plans with a professionally trained employment counselor. Training may be made available to applicants under the Area Redevelopment Act or the Manpower Development and Training Act. Applications and test results are turned over to the nearest local office for continued service.

Results: The program encourages the development of local job opportunities, and, at the same time, supplies vital information and guidance to rural people who may not otherwise receive such services from distantly located employment offices. This two-pronged effort, employment development and on-the-spot applicant services, is a fresh approach to the employment problems of rural communities.

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For More Information contact your local State Employment Service office or write to:

U. S. Employment Service  
U. S. Department of Labor  
Washington, D.C.

A280.12  
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No. 30



YOUTH OPPORTUNITY CENTERS U. S. DEPT. OF AGRICULTURE  
NATIONAL AGRICULTURAL LIBRARY

Bureau of Employment Security  
U. S. Department of Labor

AUG 25 1965

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The Bureau of Employment Security, U. S. Department of Labor, is assisting State Employment Agencies in establishing Youth Opportunity Centers in large urban areas about the Nation.

Purpose: The basic purposes of the Centers are (1) to select, test, and counsel youth entering the job market, (2) to provide them with the necessary services and skills to improve their employability, and (3) to provide them with satisfactory job placement.

Programs: With emphasis on help for disadvantaged youth, Center programs will coordinate all employment information and services to improve job opportunities. The intent is to help youth-serving agencies and organizations to provide the most effective service through a two-way flow of information and assistance.

Centers will serve as channels to implement employment principles, policies, and programs set forth at National, State, and local levels. ...including recommendations of the President's Committee on Youth...Governors' and Mayors' Commissions on Youth, and State Committees on Children and Youth.

Centers will emphasize employability, job development, and referral of individuals to jobs. They will provide information on the anti-poverty program to other youth agencies, schools, health and welfare agencies, other government agencies, and private groups. This will provide close contact and coordination between many related youth activities.

Center Staffs: Each Center will have a manager and/or a community organization coordinator. Volunteers, both professional and nonprofessional, are expected to contribute much assistance to the Center staff. Complete community support is essential; lay and official leadership will be solicited and utilized.

Special Programs for Disadvantaged Youth: Coordination and mutual support of YOC's and Federally-financed programs for disadvantaged youth are most essential. Thus, YOC staff and advisory committee members will share close working relations and responsibilities with personnel in other agencies and youth programs. The following are some examples of programs in which YOC's will have roles and responsibilities:

1. The Economic Opportunity Act of 1964

- A. YOC will be a component of any active Community Action Program (CAP) when and where both exist. The YOC manager and advisory committee representatives should be on the advisory committee or CAP governing board.

- B. YOC's responsibilities also include Job Corps recruitment, home-town liaison, referral to training programs, employment placement, and follow-up of youth; as well as participation in the Job Corps.
  - C. YOC is one of the principal referral agents to Neighborhood Youth Corps projects. An additional responsibility will be to provide youth with other essential remedial and training services which some will need. This will require close cooperation with Neighborhood Youth Corps projects from inception and throughout their operation.
  - D. Volunteers in Service to America (VISTA), recruits, trains, and uses youth volunteers similar to the Peace Corps. YOC will have major roles in securing community support for VISTA and should be a major resource in recruiting volunteers. Also, YOC can use VISTA volunteers effectively in neighborhood work.
- 2. Special Manpower Development Projects for Youth -- administered by the Employment Service and the Office of Education, MDTA amendments provide for special vocational training of youth. YOC will refer youth to these projects and will have job placement and follow-up responsibilities when training is completed.
  - 3. Juvenile Delinquency Projects -- established by the Juvenile Delinquency and Youth Offenses Control Act of 1961, this program provides for a variety of services to youth in the prevention of delinquency. Employment is a particular phase with functions similar to YOC's.

Work With Community Youth Services: YOC's will need to establish good working relations with all youth-serving agencies in communities. For example, staff members will need the support of both professional and lay 4-H leaders and sponsors; school principals and faculties; welfare and health agencies, city and county governing bodies; church and civic groups.

Location of Centers: Youth Opportunity Centers are planned for the following locations:

Birmingham, Alabama  
Mobile, Alabama  
Anchorage, Alaska  
Phoenix, Arizona  
Little Rock -North Little Rock, Arkansas  
Bakersfield, California  
Fresno, California  
Los Angeles - Long Beach, California  
Sacramento, California  
San Bernard Riv. Ont., California  
San Diego, California  
San Francisco, California  
San Jose, California  
Stockton, California



Location of Centers con't.:

Denver, Colorado  
Hartford, Connecticut  
Wilmington, Delaware  
Washington, D.C.  
Ft. Lauderdale - Hollywood,  
    Florida  
Jacksonville, Florida  
Miami, Florida  
Orlando, Florida  
Pensacola, Florida  
Tampa - St. Petersburg, Florida  
Atlanta, Georgia  
Augusta, Georgia  
Columbus, Georgia  
Honolulu, Hawaii  
Boise, Idaho  
Chicago, Illinois  
East St. Louis, Illinois  
    (see St. Louis, Missouri)  
Evansville, Indiana  
Gary - Hammond, East Chicago,  
    Indiana  
Indianapolis, Indiana  
Des Moines, Iowa  
Wichita, Kansas  
Kansas City (see Kansas City,  
    Missouri)  
Louisville, Kentucky  
Covington (see Cincinnati,  
    Ohio)  
Baton Rouge, Louisiana  
New Orleans, Louisiana  
Shreveport, Louisiana  
Portland, Maine  
Baltimore, Maryland  
Boston, Massachusetts  
Detroit, Michigan  
Flint, Michigan  
Minneapolis - St. Paul,  
    Minnesota  
Jackson, Mississippi  
Kansas City, Missouri -  
    Kansas City, Kansas  
St. Louis, Missouri  
East St. Louis, Illinois  
Billings, Montana  
Omaha, Nebraska

Las Vegas, Nevada  
Manchester, New Hampshire  
Camden (see Philadelphia, Pa.),  
    New Jersey  
Jersey City, New Jersey  
Newark, New Jersey  
Patterson - Clif. - Pas.,  
    New Jersey  
Albuquerque, New Mexico  
Albany, New York  
Buffalo, New York  
New York, New York  
Rochester, New York  
Syracuse, New York  
Utica-Rome, New York  
Charlotte, North Carolina  
Fargo - Moorh., North Dakota  
Akron, Ohio  
Canton, Ohio  
Cincinnati, Ohio  
Covington, Kentucky  
Cleveland, Ohio  
Columbus, Ohio  
Dayton, Ohio  
Toledo, Ohio  
Youngstown - Warren, Ohio  
Oklahoma City, Oklahoma  
Tulsa, Oklahoma  
Portland, Oregon  
Johnstown, Pennsylvania  
Philadelphia, Pennsylvania  
Camden, New Jersey  
Pittsburgh, Pennsylvania  
Wilkes-Bar. - Hazl., Pennsylvania  
San Juan, Puerto Rico  
Providence, Rhode Island  
Charleston, South Carolina  
Sioux Falls, South Dakota  
Chattanooga, Tennessee  
Knoxville, Tennessee  
Memphis, Tennessee  
Nashville, Tennessee  
Beaumont - Port Arthur, Texas  
Corpus Christi, Texas  
Dallas, Texas  
El Paso, Texas  
Fort Worth, Texas

Location of Centers con't.:

Houston, Texas  
San Antonio, Texas  
Salt Lake City, Utah  
Burlington, Vermont  
Norfolk - Ports., Virginia  
Richmond, Virginia  
Seattle, Washington

Charleston, West Virginia  
Huntington, West Virginia -  
Ashland, Kentucky  
Wheeling, West Virginia  
Milwaukee, Wisconsin  
Casper, Wyoming

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For More Information write to: Bureau of Employment Security  
U. S. Department of Labor  
Washington, D.C. 20210

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No. 31



## LOANS TO COOPERATIVES OF RURAL FAMILIES WITH SMALL INCOMES

Farmers Home Administration  
U. S. Department of Agriculture

U. S. DEPT. OF AGRICULTURE  
NATIONAL AGRICULTURAL LIBRARY

AUG 25 1965

Q & R-PREP.

Purpose: Under the Economic Opportunity Act of 1964, the Farmers Home Administration makes loans to cooperatives which furnish essential processing, purchasing, and marketing services, supplies, or facilities to low-income rural families. These loans open up new opportunities for families to improve their incomes.

Who May Borrow? To be eligible, an applicant must among other requirements:

1. Be a cooperative association operating for the mutual benefit of its members and under their control and having a membership at least two-thirds of which are low-income rural families.
2. Furnish services and facilities which are used primarily by low-income farm families and nonfarm families living in the country or in small towns of not more than 2,500 population.
3. Be unable to obtain the necessary credit from other sources at reasonable rates and terms.

How May Loan Funds Be Used? Loan funds may be used to finance local cooperative associations which provide services, supplies, or facilities not otherwise available and which will serve to raise the income and living standards of low-income rural families.

Eligible applicants may obtain loans to:

1. Process products grown on members' farms.
2. Assemble, market, and transport home-produced handicraft work such as baskets, brooms, ceramics, and decorative items.
3. Purchase and make available to members essential machinery and equipment such as combines, land levelers, feed mixers, balers, tractors, planters, crop and orchard sprayers, corn shellers, cotton pickers, trucks, chain saws, and bulldozers.
4. Provide services needed to market hogs, cattle, other livestock and poultry; timber, pulpwood, fruit, eggs, dressed poultry and meat, grain, cotton, other agricultural products.
5. Purchase and make available to members essential farm and operating items including feed, seed, as well as lumber, metal, leather, cloth



and fabrics and other small items that may be required in a home industry.

6. Purchase land and obtain buildings, facilities, and equipment needed to carry out processing, purchasing, and marketing services.
7. Pay costs of organizing the cooperative association and related costs such as charges for legal and appropriate technical, management, and other professional services which cannot be provided from other sources.
8. Refinancing certain debts.

Loans and assistance may not be provided to cooperatives for the production of agricultural commodities or for manufacturing purposes.

Where and how are applications made? Applications for loans are made at the local county offices of the Farmers Home Administration. The county supervisor in charge of the office will be glad to discuss services available from the agency and explain how to prepare a written application.

What are the terms and interest rate? Each loan is scheduled for repayment over a period not exceeding 30 years. The interest rate is 4-1/8 percent.

What security is required? All loans will be secured in a manner which adequately protects the interest of the Government. In most cases security will consist of a lien on the real and personal property of the cooperative including present and future inventory and assignment of association income.

What about technical help for groups interested in these loans? The Farmers Home Administration will help community leaders and groups organize a cooperative association. This will include aid in determining the association's feasibility, economic soundness, cost, organization, financing, and management.

FHA representatives also will provide continuing technical assistance to assure efficient operation and successful management of the borrower cooperative.

What is the relationship of these loans to the President's Economic Opportunity Program? They are an important part of this nationwide effort which is going forward under the general direction of the Office of Economic Opportunity to open up new opportunities for low-income families.

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For More Information contact your local county office of the Farmers Home Administration or write to:

Farmers Home Administration  
U. S. Department of Agriculture  
Washington, D.C. 20250

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A280.12  
F31

No. 32



## PROGRAMS FOR MIGRANT LABORERS

Titles III-B and II-A

Economic Opportunity Act of 1964

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Office of Economic Opportunity

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Purpose: Title III-B of the Economic Opportunity Act of 1964 deals directly with programs for migrant workers. Programs for migrants may be established separately under Title III-B, or together within a Community Action Program under Title II-A of the Act.

Assistance Available Under Title III-B:

Housing and Sanitation -- facilities meeting certain need or circumstance-- rest camps on migrant routes...peak or short-season special camp or field facilities...facilities in camps or fields of experimental design, operation, or materials.

Education -- for children and adults -- summer schools or regular sessions -- for basic literacy or for special needs including: guidance and counseling...social work services in schools...personal or community relations...preschool preparation...adult work skills...citizenship...job research methods...health education...family management...training as Community Action Program aides.

Day Care -- health care, immunization, etc...educational activities...language development...lunches, other nutrition...recreation...cultural enrichment...community orientation...other needs.

Assistance Available Under Title II-A: Component projects of Community Action Programs also can be developed to meet many needs of migrant families. Financial assistance can be granted for many of the programs eligible under Title III-B, as well as the following: establishment and operation of migrant opportunity centers including -- migrant participation in program planning, social service referrals, recreation, reading, ...manpower training...continued counseling and assistance before and after migrants leave agricultural work...demonstration projects which seek to test and develop new methods of assisting migrants...development of programs to aid migrants and seasonal farm workers and their families.

Special health training for migrants can also be provided under Title II-A.

Who May Apply for a Migrant Farm Worker Program? Under Title III-B or Title II-A the following are eligible: public agencies, private nonprofit organizations concerned with problems of migrant and other disadvantaged persons, and combinations of these. Under Title III-B, direct grants (Section 311) can be made to public and private nonprofit agencies for assistance to migrant farm workers. And direct loans for improving housing and sanitation

facilities for migrant farm workers may be made to institutions, organizations, and farm associations.

Who is Eligible for Benefits? Any individual (and his family) whose primary employment is performing agricultural labor on a seasonal or other temporary basis; and who is a citizen or legally admitted resident of the United States on a permanent basis.

Financial Resources Available: Up to 100 percent of the cost of a project can be paid by the Office of Economic Opportunity provided that:

- the community maintains or increases its previous level of effort in related activity, and
- the project will increase opportunities for the worker and his family to achieve economic independence and social self-sufficiency.

How to Begin a Program: For a special migrant-worker program, under Title III-B, bring together civic, church and governmental agencies concerned with welfare, health, housing, education, labor and employment; representative leaders from business, farm groups and organized labor; and representatives of migrants or ex-migrants to identify problems and develop programs. Follow all the basic procedures in developing Community Action Programs. If necessary, seek assistance from: The STATE COORDINATOR of your State Office of Economic Opportunity in your State Capital. Application blanks are also available from his office.

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For More Information write to: Community Action Programs  
Office of Economic Opportunity  
Washington, D.C. 20506



A280.12  
F31

No. 33

# OPPORTUNITY LOANS TO RURAL FAMILIES WITH SMALL INCOMES

Title III-A

Economic Opportunity Act of 1964

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Farmers Home Administration  
U. S. Department of Agriculture

AUG 25 1965

C & R-PREP.

Purpose: Under the Economic Opportunity Act of 1964, the Farmers Home Administration makes loans to low-income farm and nonfarm rural families who need small amounts of capital to improve their earnings but are unable to obtain credit from other sources at reasonable rates and terms. These loans open up new opportunities for families to improve their incomes.

Who may borrow? Farm families may obtain loans to finance agricultural enterprises. Farm families and nonfarm families living in the country or in small towns of not more than 2,500 population may obtain loans to finance small businesses, trades, or services. To qualify for a loan an applicant must:

1. Have limited resources and be receiving an income from all sources that is too low to cover basic family needs.
2. Be unable to obtain the necessary credit from other sources, including regular loan programs of the Farmers Home Administration, at reasonable rates and terms.
3. If the credit is for a nonfarm enterprise, furnish evidence that the service or product is not being adequately supplied by others in the community.

How may loan funds be used? Opportunity loans are made primarily for purposes that will increase a borrower's income.

Farmers may use loan funds to buy cattle, hogs, other livestock; poultry; tractors, plows, sprayers, other farm equipment; purchase an interest in farm equipment to be operated cooperatively; and drill wells, build ponds and otherwise develop water supplies for home, livestock and irrigation purposes.

They may also use loan funds to build and repair essential buildings; buy land and carry out such needed improvements as fencing, drainage, liming, land clearing and leveling; establish and improve permanent hay and pasture lands and family forests; acquire memberships and buy stock in farm purchasing, marketing and farm service cooperative associations; and pay debts secured by liens against land and buildings.

They may also use loans to pay for such items as feed, seed, tractor fuel, lime, fertilizer, chemical sprays and other essential operating expenses.

Farmers and nonfarm rural families may use loan funds to carry out such non-agricultural enterprises as well drilling, machinery repair, roadside mar-

keting, guide services, electric and acetylene welding, carpentry, firewood cutting and delivery, trucking, painting, home production of handicraft items, clothing repair and laundering, upholstering; custom farm services such as harvesting, feed processing and mixing; and a variety of other income-producing activities.

In carrying out these enterprises borrowers may use loan funds to buy land; buy, build, repair, and relocate buildings; buy essential equipment, tools, and facilities such as chain saws, pickup trucks, well drilling equipment, arc and acetylene welders, paint spraying equipment, feed grinders and mixers, sewing machines, handicraft tools and pay necessary operating expenses; acquire memberships and buy stock in purchasing, marketing, and service cooperative associations; and pay debts secured by liens against land and buildings.

Where and how are applications made? Applications for loans are made at the local county offices of the Farmers Home Administration. The county supervisor in charge of the office will be glad to discuss services available from the agency and explain how to prepare a written application.

What are the dollar limits? The total amount loaned to any one family may not exceed \$2,500. The actual amount loaned will be limited to the family's needs and reasonable ability to repay.

What are the terms and interest rate? Each loan is scheduled for repayment within a period consistent with the borrower's ability to repay. The maximum term is 15 years. The interest rate is 4-1/8 percent a year on the unpaid principal.

What security is required? Opportunity loans will generally be secured by a promissory note and a loan agreement.

What management assistance will the borrower receive after the loan is made? Opportunity loans will be accompanied by management assistance to help borrowers make profitable use of their resources. This will include assistance in planning, budgeting and carrying out other approved practices and in handling financial management problems.

What is the relationship of these loans to the President's Economic Opportunity Program? They are an important part of this nationwide effort which is going forward under the general direction of the U. S. Office of Economic Opportunity to open up new opportunities for low-income families.

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For More Information contact your local county office of the Farmers Home Administration or write to: Farmers Home Administration  
U. S. Department of Agriculture  
Washington, D. C. 20250



# SMALL BUSINESS DEVELOPMENT CENTERS

Title V

Economic Opportunity Act of 1964

Small Business Administration



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Purpose: "...to assist in the establishment, preservation, and strengthening of small business concerns; improve managerial abilities...and to mobilize... private and public skills and resources."

The center is the basic component of community effort toward developing better business opportunities for persons who qualify for assistance under Title IV of the Act. They will help to: (1) Aid small businessmen not otherwise qualified under regular SBA programs to strengthen their economic positions, (2) Permit people who have the abilities and motivations to go into business, (3) Where possible, to create jobs for the long-term unemployed, and (4) Develop labor-intensive S.B. opportunities.

"Small" Business, as the term applies to the Economic Opportunity Act of 1964, refers to small retail or service operations having five or less employees...the corner grocer, or a small window washing organization, or a new home maintenance service.

Center Functions: The basic functions of centers are as follows:

- .to screen applicants and determine if they can provide reasonable assurance of repayment
- .to help persons apply for loans...and forward applications to appropriate Small Business office for processing
- .to provide applicants management counseling -- advice and training in basic business skills, inventory control and credit procedures -- when necessary
- ...to keep community alert to business needs, outlook, and trends and provide applicants and others efficient guidance
- ...to enhance and increase community development by job creation through greater identification of labor-intensive S.B. opportunities
- ...to develop data necessary to analyze the effectiveness of this program to the community.

Organizational Structure of Centers: S.B.D. Center should be a community organization whose board of advisers includes representatives of the following:

Local SBA off.  
College or University

City and Local Government  
Businessmen's Associations



Trade Associations	Human Relations Councils
Church Groups	Labor Organizations
Professional Business Groups	Minority Groups Organizations
any other relevant local organizations	

How Centers Are Established: Centers are created:

- ...as component parts of CAP's through which local development evolves -- using funds from the Office of Economic Opportunity Office in Washington, D. C.
- ...by local leaders and public and private organizations where there is no CAP

Terms of Loans Approved Under Title IV: Loans may be made:

1. Up to \$25,000.
2. For a maximum term of 15 years.
3. At an interest rate of  $5\frac{1}{2}$  percent (except in ARA Redevelopment areas where, usually, the rate is lower).

Requirements:

1. Reasonable assurance of repayment of the loan.
2. Financial assistance is not otherwise available on reasonable terms from private sources or other Federal, State, or local programs.
3. Amount of the loan together with other funds available is adequate to assure completion of the project or achievement of the purposes for which the loan is made.
4. No assistance may be given for the purpose of relocating establishments from one area to another or in financing sub-contractors to enable them to undertake work previously performed in another area by sub-contractors or contractors.
5. SBA may require that the applicant participate in management training programs.

Guarantees and Participations: SBA may guarantee any Title IV loans made by private financial institutions such as banks, insurance companies, or union pension and welfare funds. The purpose is to encourage the use of private capital in the War on Poverty.

SBA may also enter into participation agreements with private financial institutions. Minimum terms require ten percent of the loan to be provided by the private institution.

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For More Information, contact your nearest SBA field office or SBA's Office of Economic Opportunity Assistance, 811 Vermont Avenue, N.W., Washington, D.C. 20416.

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## VISTA -- VOLUNTEERS IN SERVICE TO AMERICA

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Purpose: As the Peace Corps offers an opportunity for voluntary service abroad, VISTA offers a similar opportunity for dedicated Americans to serve their country at home. VISTA is part of the Office of Economic Opportunity created by President Johnson to wage the War Against Poverty. VISTA recruits, selects, trains, places, and supports qualified Volunteers whose services have been requested to assist in eliminating poverty in the United States.

Who May Apply: Any person 18 years of age or older may apply. Married couples are eligible, if both the husband and wife qualify for service. Persons with dependents under the age of 18 are not currently being considered for VISTA service. Volunteers will not be exempted from military obligations.

Length of Service: The period of service is one year, including a four to six-week training program.

Training: VISTA contracts for training programs with local private and public organizations, including selected colleges and universities. Inquiries should be addressed to Training Division, VISTA, Office of Economic Opportunity, Washington, D.C., 20506. Training is from four to six weeks. It stresses supervised field experience, application of particular skills to the environment in which the Volunteer will work, discussion of the nature and causes of poverty in the United States, area and language study, health education, and the development of recreational skills.

Allowances: Volunteers receive a monthly living allowance. Since the Volunteers live where they work, the amount varies depending on local conditions. Volunteers will not receive salary, but will receive \$50 for each month of service payable upon completion of service. During service, Volunteers are reimbursed for necessary medical and dental expenses.

How to Apply: Applicants may obtain a preliminary application from VISTA or the local post office. Upon receipt of the preliminary application, VISTA will send each legally qualified applicant a detailed questionnaire. Selected applicants will be invited to participate in a training program.

VISTA Assignments: Volunteers will serve wherever a recognized need exists and a request for their services has been made, in States with the Governor's consent. They will work in rural and urban Community Action Programs, Job Corps Conservation Centers, migrant worker communities in the migrant stream, on Indian reservations, in hospitals, schools, and institutions for the mentally ill or mentally retarded. Volunteers may be sent to any of the 50 States, the District of Columbia, Puerto Rico, the Virgin Islands, in Guam and American Samoa, and the Trust Territories.

How to Obtain VISTA Volunteers: Any neighborhood, larger community, local or State organization, or public or private agency or institution may request Volunteers by completing a letter of Intent available from VISTA.

Examples of VISTA Projects: Following are some examples of the kinds of community projects for which VISTA Volunteers can provide effective help.

1. Projects that cannot materialize alone with employed help and part-time volunteers.
2. Projects that strike at poverty by attacking its roots -- basic education, getting services to people, remedial education, identification of poor to the community.
3. Hundreds of others that communities may develop, such as:
  - Educational Programs -- especially pre-school, nursery, day-care.
  - Vocational exploration and youth training.
  - Tutoring, counselor-type assistance and remedial education.
  - Recreation
  - Cultural stimulation for youth and adults.
  - Home management and the accompanying skills.
  - Adult education -- especially for parents and the elderly.
  - Self-help housing improvement.
  - Work with school drop-outs.

Also special assistance:

- with mentally ill and/or mentally retarded.
- in a social agency or settlement house.
- with functional illiterates.
- in community mental or Public Health Centers.

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For More Information write to: VISTA  
Office of Economic Opportunity  
Washington, D.C. 20506



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## FEDERAL STATE PROGRAMS FOR DEVELOPING HUMAN RESOURCES

This packet was prepared especially for county and State Extension Service workers. It contains 35 fact sheets describing various Federal-State programs which can be of help in developing human resources. These programs range from community development through health, education, training, housing, and public facilities to special assistance to the mentally retarded, the disabled, and to those from low-income families. The inside covers list the programs by title and by fact sheet number, and group them by area of concern.

Some of the programs described in this packet are new. Others have new authority which expand their purpose and the number of people who can be served. Together with the packet furnished you last year entitled "Programs to Aid in the Development of Rural America," the fact sheets provide a useful reference to the many Federal-State programs that rural people need to know about.

You will find many uses for the fact sheets. First of all, to acquaint yourself and your co-workers with these programs. Then to acquaint RAD committees, Community Action groups, and other local leaders with the many resources available to your community. The fact sheets provide information on eligibility requirements for these programs and how to qualify for assistance. Thus, they are a valuable educational aid for developing human resources.

You will find other uses for the information as you write news stories and columns, prepare radio and television programs, and work with individuals and groups.

Prepared by Bryan Phifer, Division of Resource Development and Public Affairs, and Joseph Bradford, Information Division; Federal Extension Service, U. S. Department of Agriculture -- in cooperation with other Federal Departments and agencies.